Introduction & Opening Remarks

Rebeca Rufty
GRADUATE STUDENT SUPPORT PLAN (GSSP)

GO.NCSU.EDU/GSSP

KATIE LESTER & RICK LISTON
GSSP Changes 7/1/12

- Beyond Allowed Tuition Semesters – paid from source of student’s stipend
  - Exception request required to continue
  - GSSP facilitates the payment of student tuition
  - GSSP is an established Financial Aid program, can charge tuition to departments state funds
GSSP Changes 7/1/12

• 25% Tuition Remission Matching for all colleges
  • For students who are out of state and on college support (non state), stipend funding source will be charged a 25% tuition remission match.
  • Will hit projects in WRS as one lump sum (ISTA and TR Match)
GSSP Changes 7/1/12

• Tuition Residency
  • Out of-state students eligible to convert to in-state residency must make a good faith effort within one year of matriculation
  • Effective Spring 2013 for students matriculating spring 2012 or earlier
  • No exceptions
GSSP Changes 7/1/12

• Funding source changes
  • Premium tuition will now be treated as college supported – no longer slot supported

• http://www.ncsu.edu/grad/support-plan/who-pays.html
REQUEST FOR EXCEPTIONS

• Approval for tuition support beyond the allowed semesters
• Minimum hour requirement waived
• Student graduating; do not prorate tuition
• Previous masters degree not in related field

• http://www.ncsu.edu/grad/support-plan/docs/online-exception-user-guide.pdf
## Exception Comments

### Graduate Support

**Academic Career:** Graduate  
**Previous Master's:** □  
**Override:** □  
**Admit Term:** 2108 Fall '10  
**Override:** □

<table>
<thead>
<tr>
<th>Term</th>
<th>Class</th>
<th>Progress Units</th>
<th>GSSP Units</th>
<th>Health Ins Elig</th>
<th>Tuition Support</th>
<th>Override</th>
<th>Dept Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall '12</td>
<td>MR</td>
<td>11.00</td>
<td>3.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Spring '12</td>
<td>MR</td>
<td>9.00</td>
<td>3.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Fall '11</td>
<td>MR</td>
<td>13.00</td>
<td>9.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Spring '11</td>
<td>MR</td>
<td>9.00</td>
<td>9.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Fall '10</td>
<td>MR</td>
<td>14.00</td>
<td>9.00</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Save**  
**Return to Search**

[Graduate Support | External Degrees | Term Statistics | Residency]
**Exception Comments**

**Person Comment Detail**

- **Comment Date Time:** 07/27/2012 3:00:24 AM
- **Administrative Function:** GEN General
- **Academic Institution:** NC State University
- **Comment Category:** GSSP PBS GSSP Ex-Supt bynd allowed sem

**Comment Data**

- **Comment ID:** 000196947 Lester, Katherine Page
- **Department:**
- **Comment Date:** 08/16/2012
- **Comments:** GSSP Exception - Approval for tuition support beyond the allowed semesters.

**Append Comments:**
CASHIER’S BILLING NOTIFICATION TO STUDENTS

• In future semesters the Dept Approval flag due date will be the day before UCO’s email notification to students.

• This should eliminate unnecessary emails to students and reduce confusion!
INSURANCE RATES 2012-2013

• GSSP (BCBS) Insurance
  - NO Change!
  - $1,705.68 -- $142.14/a month
  - For all insurance specifics student can contact Hill, Chesson and Woody at 919-645-0240

• University Sponsored Health Insurance
  -$1,418.00 -- $709.00 a semester -- $118.00 a month
  -For all questions - contact Student Health Center
GSSP Insurance Waivers

• Qualifying GSSP students will be waived from the Mandatory University Insurance weekly.

• Waiver deadline is 9/15/12.

• If students are not waived by 9/15/12 then they will NOT be allowed to enroll into the GSSP insurance.
GSSP Training

September 27th
9am – 11am
Centennial Campus
Research Building III
Room 230
GSSP

QUESTIONS?
Graduate Appointments and Graduate Fellowships

Janice Freeman
Meghan Wilson
Why are fellowship payments moving out of HR?
When will the change be effective?
What is changing?
Transitioning fellows currently in HR
How do I get my student’s fellowship entered in Financial Aid?
How can I confirm that the information has been entered?
What if I get questions from my students?
WHY

- Fellowships carry no service obligation
- No employee-employer relationship
- HR System restricted to employees
- Delineation between employment and financial aid/support
WHEN?

• Effective Fall 2012 Semester
• Current fellows with Expected End Date through 8/31/12 pay thru HR
• Last biweekly pay day will be 9/14/12
• All Fall 2012 fellows will pay thru FA
What is changing?

• Mechanism for payment
• Data entry centralized in Graduate School
• Students must sign up for Direct Deposit through Student Financials
• Fellowship only no longer eligible for payroll deducted parking permit
WHAT

What is changing?

• Monthly payments
• 5 equal payments per term*
• 1 payment per summer session
• Payments at end of month & mid-December

*Ability to override payment schedule
What is the same?

- Department communicates with student
- Department maintains funding information
- Copy of award letter / grant submitted to Graduate School
HELP!

• Graduate Administrative Handbook, Chapter 4.2 revised
• Graduate Fellowship Payment Information Form
• FAQs
Fellowship Information Form

• New fellowships
• Continuing fellowships
• Changes to existing fellowships*

project # disbursement schedule

*No retroactive changes
2012-2013 Graduate Fellowship Payment Information

Due: Submit to the Graduate School by the 15th of the month in which disbursements begin. Electronic copies may be submitted to grad-fellowships@ncsu.edu. Copy of award letter must be attached.

Date _____________  New Award  [ ] Existing Award Extension  [ ] Existing Award Change  [ ]

Student ID _______________  Student Name __________________________

Fellowship Name __________________________

Financial Project # __________________________  Dept ID _____________

Start Date* __________________________  End Date* __________________________

Stipend/Award Amount __________________________  Fall  [ ] Spring  [ ] Sum I  [ ] Sum II  [ ]

College __________________________  Program __________________________

*NOTE: Monthly payments will disburse evenly across the designated term(s), as shown below. The disbursement schedule can be overridden if needed by completing the alternate payment schedule below.

<table>
<thead>
<tr>
<th>Fall 2012 Term</th>
<th>Spring 2013 Term</th>
<th>Summer I (2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 August 28</td>
<td>$0.00 January 29</td>
<td>$0.00 June 25</td>
</tr>
<tr>
<td>$0.00 September 25</td>
<td>$0.00 February 26</td>
<td></td>
</tr>
<tr>
<td>$0.00 October 25</td>
<td>$0.00 March 26</td>
<td></td>
</tr>
</tbody>
</table>
Department Use

- MyPack Portal
- SIS
- Records & Enrollment
- Custom Graduate Records
- Student Fellowships
Students Fellowships

• Search by ID
  • Scheduled disbursements

• Amount/months disbursed
### Fellowships - Other Information

<table>
<thead>
<tr>
<th>Institution:</th>
<th>NCSU1</th>
<th>NC State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID:</td>
<td>000960694</td>
<td>Pormann, Gina-Maria</td>
</tr>
</tbody>
</table>

#### Direct Deposit

The student **HAS NOT** set up Direct Deposit in the Student System.

#### Social Security Number (SSN)

The student has a **valid** social security number.

#### Tax Status

The student is a U.S. citizen or permanent resident. There are **no tax withholding requirements** for fellowship payments per the IRS. Income tax reporting of the fellowship is the responsibility of the student.

---

**Other Info**

- Direct Deposit
- Valid SSN
- Tax Status
Fellowship Queries

Queries for Fellowships

Query Folder: QQFA_FELLOWSHIPS

Available Queries

Does student have fellowship?  HTML  Excel
For given emplid, does the student have graduate fellowships? List fellowships, if any, as of given date.

Exempt as of DATE  HTML  Excel
Students exempt from 1042-S taxes on fellowships as of given date. Comment is displayed.

List fellowships for College  HTML  Excel
List fellowships for selected college as of selected date.

List fellowships for Project  HTML  Excel
List fellowships for selected project as of selected date.
Notes

• Foreign national students must meet with Michelle Anderson to determine tax status

• Direct Deposit required – disbursements will be held

• Departments responsible for recovery of overpayments
Contact Us

- Graduate School
  - Janice Freeman
    - jsfreema@ncsu.edu
  - Meghan Wilson
    - gradschool-adminsupport@ncsu.edu
  - Todd Marcks
    - tmarcks@ncsu.edu

- Financial Aid
  - Shawn Smith
    - spsmith2@ncsu.edu

- Cashier’s office
  - Maria Brown
    - mlbrown3@ncsu.edu

- International Taxation
  - Michelle Anderson
    - mranders@ncsu.edu
1) HR 9.1 Upgrade
2) Grad Employment Verifications
3) Grad Calendar
4) Payroll Brochures

Meghan Wilson, Graduate School
HR 9.1 UPGRADE

- Go Live: 10/1/2012
- Basic processes similar to HR 8.9
  - Initiator/Approval
- Cosmetic and navigation changes
- All college/division HR personnel reps should attend training!
GRAD EMPLOYMENT VERIFICATION

- Via Work Number eff. 10/1/2012
- Grad Assistantships only
- Employer must be provided with:
  - Social Security Number
  - NCSU Employer Code 13063
  - Salary Key
GRAD EMPLOYMENT VERIFICATION

MYPACK PORTAL

Employee Self Service
Student Self Service
Human Resources System
Payroll and Compensation
Benefits
Learning and Development

Leave System
Personal Information Summary
Home and Mailing Address
Phone Numbers
Email Addresses
Emergency Contacts

CNN.com Headline News
GRAD EMPLOYMENT VERIFICATION

Main Menu

Verifications

My Account

Customer Service

Resource Center

Verifications

Prove Your Employment

Prove Your Income

Create a Salary Key
GRAD EMPLOYMENT VERIFICATION

Create a Salary Key

To provide someone with proof of your employment and income, follow three simple steps below. Please review each step and then click on the "Create a Salary Key" button.

1. Create a "Salary Key". Just click the button below. Giving a Salary Key to someone gives them permission to get proof of your employment and income one time.

2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key.

3. Tell that person to go to the verifier section of www.theworknumber.com

Buttons:
- Cancel
- Create a Salary Key
For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.

Your new Salary Key is displayed below.

To provide someone with proof of your employment and income you will need: (1) A Salary Key which is shown below. (2) Your employer's name. (3) Tell that person to go to the verifier section of www.theworknumber.com

<table>
<thead>
<tr>
<th>Salary Key</th>
<th>Date &amp; Time Created</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>981115</td>
<td>1/18/2008 1:28:09 PM</td>
<td>4/18/2008</td>
<td>New</td>
<td>Delete</td>
</tr>
</tbody>
</table>

* All times are Central Standard Time

Create Another Salary Key

Return to Main Menu
July – December 2012

**NOTE:**
July 1, 2012 thru December 31, 2012 = 13.1 pay cycles
July 1, 2012 thru June 30, 2013 = 26 pay cycles
August 16, 2012 thru December 31, 2012 = 9.8 pay cycles
August 16, 2012 thru May 15, 2013 = 19.5 pay cycles

**Important Dates:**
- **Blue:** Actions Due – First Monday of cycle in which effective
- **Orange:** Health Insurance Deadline – 1st Business day of month in which effective
- **Light Purple:** Fellowship Payment Info Form due to Graduate School
- **Yellow:** Lockout
- **Green:** Paydays
- **Pink:** University Closed

*semester begins & first day of classes
#census day
*graduation
**semester ends
Payroll Brochure

Provide to each new hire!

Payroll
919.515.4350
hrpayroll@ncsu.edu
Admissions/International Overview

Lindsay Gentile
Test Score Updates

- GRE Search Service
- GRE ScoreSelect Option for test takers
- TOEFL self-reporting on application
AY Updates

DGP Recommendation Form

• Previous Masters in related field?
Encrypted PDF transcripts

AnswerID: 398310459
Attachment Bac_Institute_Transcript cannot be printed. Please try to access the document via Applicant Summary Screen.

View Full Application
- Application for Admission
  - Applicant Information
  - Residency and English Proficiency
  - Contact Information
- Application and Test Information
  - Education History
- Personal Statement / Resume / CV /
• Distance subplans in AY
  - DELTA change
• Online recommendations
  and revised form
• Reminder: Update Webpages
**An Application Status of “Completed”, if shown below, indicates that the minimum required application materials have been received. Your graduate program will determine if those materials are acceptable for review of your application.
International Admissions

- Assistantship award letters
- Transfer students
- I-20 issuance & Enrollment confirmation – Fall 2013

Contact: Kamon Hester
NextGen Admissions

• Hobsons Apply Yourself (AY) enterprise solution
• Gaps between delivered functionality and the service level required by campus departmental customers
  – Departmental application evaluation process
  – Managing departmental relationships with applicants
• Primary participants are faculty and their administrative student service support staff
NextGen Admissions

• Fast rate of increase in the demand for on-line application evaluation features at the department level
• Current enterprise solution strengths & weaknesses
• College and department based *stand-outside* solutions
NextGen Admissions

- Three key areas that would help meet departmental needs, while also furthering the goal of an overall paperless process:
  - Faculty application evaluation, review, rating and decision
  - Academic program-level configurability*
  - Improvements in the Applicant Experience

*While base-line admission criteria exist at the University level, many if not most academic programs have additional criteria, including for example, supplemental questions, varying priority deadlines, etc.
NextGen Admissions

• Faculty application evaluation, review, rating and decision
  – Allow evaluators to “gather” the list of applicants they need easily
  – User’s customization of their own search result view
  – Single, tabbed review component with links to all uploaded documents, application evaluation and recommendation summary, a quick view of test score history and faculty comments
  – Application rating functionality with departmental-level configurability
NextGen Admissions

• Faculty evaluation, review, rating and decision (continued)
  – Capability to easily share messages or comments between faculty/staff about the application
  – Features to assign academic program-level rankings to external feeder universities commonly attended by applicants
  – Features for assigning teaching and research slots, recording and communication of financial support offers and other related information
NextGen Admissions

• Academic program-level configurability
  – Ability to add supplemental questions and applicant areas of interest
  – Ability to assign application reviewers and student advisors to applicants
  – Features for posting departmental announcements to applicants
  – Features for allowing designated academic department users to assign and update roles and permissions for other departmental users
NextGen Admissions

• Academic program-level configurability
  – Departmentally managed office contact information
  – Set up departmental priority deadlines and control over submission windows
  – Functionality for batch processing denials
NextGen Admissions

• Improvements in the Applicant Experience
  – “Re-use” of applicant information
  – Advanced external school search features
  – Seamless experience, beginning to end
  – Dynamic, uniform, features for communicating academic program-specific requirements and accurate application status to applicants
  – Ability to upload mp3 and/or video files as well as standard formats
NextGen Admissions

• The most efficient admissions model is the enterprise approach, with all graduate programs using the same platform for reviewing applications and decision processing.
  – Minimizes overall investment in infrastructure and human resources to manage and support the system
  – Allow applicants & departments to acquire information quicker and avoid delays that result in confusing “out-of-sync” information and miscommunications
  – Reduce the risk of errors and duplication on behalf of the applicant and administrator.
  – Reduce the amount of overall confusion caused by having multiple systems or solutions.
NextGen Admissions

• Recommendations, Issues and Plans:
  – Partnership between Colleges, the Office of Information Technology (OIT) and the Office of Strategic Initiatives (all major student administrative service units report through this office) to deliver NextGen
  – Build a 12 month time-line project
  – Appoint a small project steering team consisting of partner representation as well as representation from the academic department level.
  – The window available for starting this project will open in early November 2012 after completion of the SIS upgrade
Refreshment Break

15 minutes
Graduate Recruiting Grants

Brett Locklear
Graduate School Recruitment and Fellowships
Brett A. Locklear
Director of Graduate Recruitment
I. OPT-ED Alliance Day

2011 data:
- 708 participants
- 21 middle schools, 42 high schools, & 17 universities
- ~ 7K participants since 2001

2011 OPT-ED Alliance Day –

October 16, 2012 – NCSU!

II. Recruitment Fairs & Events

III. Feeder and Articulation Agreements

- Florida Agricultural and Mechanical University
- Tennessee State University
- Spelman College
- University of Puerto Rico at Cayey
- Hispanic Scholarship Fund
<table>
<thead>
<tr>
<th>Recruiting Event</th>
<th>Location</th>
<th>Date</th>
<th>Recruiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak Ridge Associated Universities (ORAU) Graduate School Fair</td>
<td>Knoxville, TN</td>
<td>August 9, 2012</td>
<td>Dr. David Shafer</td>
</tr>
<tr>
<td>Florida Agricultural and Mechanical University (FAMU)</td>
<td>Tallahassee, FL</td>
<td>September 13-14, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Spelman College</td>
<td>Atlanta, GA</td>
<td>September 19, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Fayetteville State University Graduate and Career Fair</td>
<td>Fayetteville, NC</td>
<td>September 20, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Eastern Band of Cherokee Indians Recruiting Fair</td>
<td>Cherokee, NC</td>
<td>September 27-28, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>North Carolina Central University</td>
<td>Durham, NC</td>
<td>October 5-6, 2011</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Tuskegee University Graduate Fair</td>
<td>Tuskegee, AL</td>
<td>October 11, 2012</td>
<td>Dr. Ronald Baynes</td>
</tr>
<tr>
<td>East Carolina University Graduate and Professional Fair</td>
<td>Greenville, NC</td>
<td>October 11, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Tennessee State University Graduate and Professional Fair</td>
<td>Nashville, TN</td>
<td>October 11-12, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Society for the Advancement of Chicanos and Native Americans in Science (SACNAS)</td>
<td>Seattle, WA</td>
<td>October 11-14, 2012</td>
<td>Dr. David Shafer</td>
</tr>
<tr>
<td>NC OPT-ED Alliance Day Conference</td>
<td>Raleigh, NC</td>
<td>October 16, 2012</td>
<td>Recruiting Staff</td>
</tr>
<tr>
<td>Claflin University Graduate School Fair</td>
<td>Orangeburg, SC</td>
<td>October 18, 2012</td>
<td>Dr. Allen Cannedy</td>
</tr>
<tr>
<td><strong>2012 Fall Visit NC State Visitation Program</strong></td>
<td>Raleigh, NC</td>
<td>October 29-30, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Northern California Forum for Diversity</td>
<td>San Francisco, CA</td>
<td>November 2-4, 2012</td>
<td>Dr. David Shafer</td>
</tr>
<tr>
<td>Shaw University Graduate and Professional Fair</td>
<td>Raleigh, NC</td>
<td>November 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>ABCRMS</td>
<td>San Jose, CA</td>
<td>November 7-10, 2012</td>
<td>Ms. Alison Wynne</td>
</tr>
<tr>
<td>NC A&amp;T University Graduate Fair</td>
<td>Greensboro, NC</td>
<td>November 12, 2012</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Society for Hispanic Professional Engineers (SHPE)</td>
<td>Fort Worth, TX</td>
<td>November 15-18, 2012</td>
<td>Dr. David Shafer</td>
</tr>
<tr>
<td>State of NC Undergraduate Research and Creativity Symposium</td>
<td>Durham, NC</td>
<td>November 2012</td>
<td>Dr. David Shafer</td>
</tr>
<tr>
<td>University of Puerto Rico</td>
<td>Puerto Rico</td>
<td>February 2013</td>
<td>Recruiting Staff</td>
</tr>
<tr>
<td><strong>2013 Spring Visit NC State Visitation Program</strong></td>
<td>Raleigh, NC</td>
<td>February 11-12, 2013</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>UNC-Pembroke Career Expo</td>
<td>Pembroke, NC</td>
<td>February 14, 2013</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Emerging Research National Conference in STEM</td>
<td>Atlanta, GA</td>
<td>February 23-25, 2013</td>
<td>Dr. David Shafer</td>
</tr>
<tr>
<td>NC Indian Unity Conference</td>
<td>Greensboro, NC</td>
<td>March 14-17, 2013</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>National Conference on Undergraduate Research (NCUR)</td>
<td>La Crosse, Wisconsin</td>
<td>April 11-13, 2013</td>
<td>Dr. David Shafer</td>
</tr>
<tr>
<td>Southern California Forum on Diversity</td>
<td>Irvine, CA</td>
<td>April 26-27, 2013</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>SEAOPP National McNair Conference</td>
<td>Atlanta, GA</td>
<td>June 14-15, 2013</td>
<td>Brett A. Locklear</td>
</tr>
<tr>
<td>Momentum 2013</td>
<td>Fayetteville, NC</td>
<td>June 28, 2013</td>
<td>Brett A. Locklear</td>
</tr>
</tbody>
</table>
Visitation Programs

Eastern Band of Cherokee Indians
2011 CHAMPS
2012 Spring Visit NC State Day
UNC-Pembroke and NC A&T Visitation Program
NC State University | Raleigh, North Carolina

CHAIPS
Cultivating High Achieving Motivated Professionals and Scholars

October 19-21st, 2011
McKimmon Center
North Carolina State University

VISIT NC STATE
//February 6-7, 2012
Sponsored by The Graduate School at NC State

Questions? Contact Brett A. Locklear @ Brett_Locklear@ncsu.edu or 919.513.1981

>> www.ncsu.edu/grad/diversity/visit-nc-state
Research Programs

Alliances for Graduate Education and the Professoriate

AGEP Undergraduate Research Experiences
AGEP Ladders Program

Need more info?
Contact Alison Wynn  @ alison_albaati@ncsu.edu
      513.0005

ncsu.edu/grad/agep
Research Programs

Initiative for Maximizing Student Diversity

• Graduate and Undergraduate Research Experiences
• Benefits of the Program
• Students/Profile

Need more info?
Contact Dr. Erin Banks @ Erin_Banks@ncsu.edu
513.1635
csu.edu/grad/imsd
University Graduate Fellowships

$4K each/1year – 3/Doctoral programs
- For 2012-2013: 169 nominations, 40 programs, 88 accepted
Graduate School Administered Fellowships

Endowed Fellowships (range from $2K to $21,500)
- nominations by departments and colleges
  [nominations link]

Federal Fellowships - GAANN

Call for nominations as funds become available

Graduate School Supplemental Recruiting Fellowships (for diversity)
- 39 awarded for 2012-2013
- Average of $2,950 (state funds)
Recruiting Proposals
Graduate School Recruitment Proposals
- Supplemental funds for recruitment
  Up to $2K with 1:1 match requirement
  $51K expended in 2011-2012; 40 proposals

>> 2012-2013 funding amount $50K

Call for Proposals: August 17, 2012
Award Notice: August 31, 2012
Questions? Contact
Brett A. Locklear
Brett_Locklear@ncsu.edu
513-1981
Web Sites:
ncsu.edu/grad/faculty-and-staff/recruiting-resources
ncsu.edu/grad/funding/fellows
Recruiting Practices: Title IX

Amy Circosta
Sarah Lannom
Student Information Systems Enhancements

Lian Lynch
Important Dates

• SIS inquiry only
  – Wednesday September 25\textsuperscript{th} at 5pm – Friday 28\textsuperscript{th}

• SIS completely down
  – Saturday September 29\textsuperscript{th} & Sunday 30\textsuperscript{th}

• SIS go-live
  – Monday October 1\textsuperscript{st}
Landing Page

You have not setup a landing page preference.

Change Preference

Portal Landing Page

- Faculty Center
- For Faculty/Staff Tab
- For Student Tab
- Portal Home
- Student Center
- Student Program/Plan
- Student Services Center
Student Service Center

Christine's Student Center

Grades
<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Summer Term 2</td>
<td>EAC</td>
<td>795</td>
<td>001</td>
<td></td>
</tr>
</tbody>
</table>

Academics

My Class Schedule
Shopping Cart
My Planner

This Week's Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAC 795-001 LEC (2922)</td>
<td>MoWe 4:00PM - 7:45PM 00017 Winston Hall</td>
</tr>
</tbody>
</table>

Holds

Late Reg-Must Prepay

To Do List

DR Check/Money Order Microfilm
DR Dissertation Agreement Form
DR Dissertation Publishing Opt
DR Graduation Attendance Ltr
DR Request to Sched Final Oral
DR Signed Title Page
DR Survey of Earned Doctorate
Graduate Plan of Work
Patent Agreement
Report on DR Prelim Exam

Finances

My Student Account

"My Student Account" presents a fresh, real-time, online portal for managing student account transactions.
### Institution / Career / Program

<table>
<thead>
<tr>
<th>Program</th>
<th>ERP</th>
<th>Ed Research &amp; Policy Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Career Nbr</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
<td>as of 03/16/2011</td>
</tr>
<tr>
<td>Admit Term</td>
<td>2118</td>
<td>2011 Fall Term</td>
</tr>
<tr>
<td>Expected Graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved Load</td>
<td>Full-Time</td>
<td></td>
</tr>
<tr>
<td>Load Determination</td>
<td>Base On Units</td>
<td></td>
</tr>
<tr>
<td>Level Determination</td>
<td>Default</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan</th>
<th>13ERPPHD</th>
<th>Educa Rese &amp; Pol Analysis-PHD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement Term</td>
<td>2118</td>
<td>2011 Fall Term</td>
</tr>
</tbody>
</table>

### Term Summary

<table>
<thead>
<tr>
<th>NCSU1 - NC State University</th>
<th>GRAD - Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2128 - 2012 Fall Term</td>
<td></td>
</tr>
<tr>
<td>2127 - 2012 Summer Term 2</td>
<td></td>
</tr>
<tr>
<td>2126 - 2012 Summer Term 1</td>
<td></td>
</tr>
<tr>
<td>2121 - 2012 Spring Term</td>
<td></td>
</tr>
</tbody>
</table>

### 2012 Fall Term

| Eligible to Enroll         | Yes               |
| Primary Program            | ERP               | Ed Research & Policy Analysis |
| Academic Standing Status   | Data unavailable  |
**Enrollment Wizard**

### My Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Status</th>
<th>Drop</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 540</td>
<td>Database Management concepts and Systems</td>
<td>3.00</td>
<td></td>
<td></td>
<td>02:20 PM - 03:35 PM</td>
<td>02213 Engineering Building 3</td>
<td>Ting Yu</td>
</tr>
<tr>
<td>CSC 540</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02:20 PM - 03:35 PM</td>
<td>02213 Engineering Building 3</td>
<td>Ting Yu</td>
</tr>
<tr>
<td>CSC 573</td>
<td>Internet Protocols</td>
<td>3.00</td>
<td></td>
<td></td>
<td>02:50 PM - 05:05 PM</td>
<td>01021 Engineering Building 2</td>
<td>Rudra Dutta</td>
</tr>
<tr>
<td>CSC 573</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02:50 PM - 05:05 PM</td>
<td>01021 Engineering Building 2</td>
<td>Rudra Dutta</td>
</tr>
<tr>
<td>CSC 705</td>
<td>Operating Systems Security</td>
<td>3.00</td>
<td></td>
<td></td>
<td>05:20 PM - 06:35 PM</td>
<td>01220 Engineering Building 2</td>
<td>Xuxian Jiang</td>
</tr>
<tr>
<td>CSC 705</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05:20 PM - 06:35 PM</td>
<td>01220 Engineering Building 2</td>
<td>Xuxian Jiang</td>
</tr>
</tbody>
</table>

**Total Units:** 9.00
My Events are a way to block out sections of time during the day that will be considered when searching for open class sections that will fit your ideal schedule. You may Activate, Inactivate, or Delete them as you see fit to restrict or expand your class search options.

### Description:

- **Description:**

### Time

- **Start Time:**
- **End Time:**

### Days

- **Mon**
- **Tue**
- **Wed**
- **Thu**
- **Fri**

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Days</th>
<th>Time</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Sleep</td>
<td>Mon/Tue/Wed/Thu/Fri</td>
<td>08:00 AM - 09:00 AM</td>
<td>✔️</td>
</tr>
</tbody>
</table>
### Unassigned Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Term Status</th>
<th>Pre-Req</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 501</td>
<td>Operating Sys Prin</td>
<td>3.00</td>
<td>Offered</td>
<td></td>
<td>2 Available</td>
</tr>
<tr>
<td>CSC 506</td>
<td>Arch Parallel Comp</td>
<td>3.00</td>
<td>Offered</td>
<td></td>
<td>0 Available</td>
</tr>
<tr>
<td>CSC 570</td>
<td>Computer Networks</td>
<td>3.00</td>
<td>Offered</td>
<td></td>
<td>4 Available</td>
</tr>
</tbody>
</table>

**Total Units:** 9.00
### Photo Roster

**Enrollment Status**: Enrolled

**Enrollment Capacity**: 15

**Enrolled**: 4

**Select display option**: Link to Photos

#### Enrolled Students

<table>
<thead>
<tr>
<th>Notify</th>
<th>Photo</th>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☐</td>
<td>000</td>
<td>Edwall, Andrea Cole</td>
<td>Sat/Unsat</td>
<td>3.00</td>
<td>Educational Adm &amp; Supervision - Educati Administ &amp; Supervi-EDD</td>
<td>Graduate</td>
</tr>
<tr>
<td>2</td>
<td>☐</td>
<td>000</td>
<td>White, Erin</td>
<td>Sat/Unsat</td>
<td>3.00</td>
<td>Ed Research &amp; Policy Analysis - Educa Rese &amp; Pol Analysis-PHD</td>
<td>Graduate</td>
</tr>
<tr>
<td>3</td>
<td>☐</td>
<td>000</td>
<td>Christopher, Nicholas</td>
<td>Sat/Unsat</td>
<td>3.00</td>
<td>Educational Adm &amp; Supervision - Educati Administ &amp; Supervi-EDD</td>
<td>Graduate</td>
</tr>
<tr>
<td>4</td>
<td>☐</td>
<td>000</td>
<td>Asmhan, Damesha</td>
<td>Sat/Unsat</td>
<td>3.00</td>
<td>Educational Adm &amp; Supervision - Educati Administ &amp; Supervi-EDD</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

*Printer Friendly Version*
### Mass Advisor Assignment

**Advisor Assignment**

**Academic Program:** ERP  
**Academic Plan:** 13ERPPHD  
**Academic Sub-Plan:** No Sub-plan

#### Filters
- [ ] No Advisor
- [x] All
- [ ] Specific Advisor

#### Batch Advisor Assignment
- **Advisor ID:** [Enter Advisor ID]
- [Submit]

#### Click column heading to sort

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
<th>Acad Level</th>
<th>Current Advisor ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristine Markovich</td>
<td>0001</td>
<td>Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Sonja</td>
<td>0002</td>
<td>Graduate</td>
<td>0001</td>
<td>Gayles, Joy Gaston</td>
</tr>
<tr>
<td>Kathryn Brooke</td>
<td>0003</td>
<td>Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Krispin Wagoner</td>
<td>0004</td>
<td>Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holly A</td>
<td>0005</td>
<td>Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeremy Lee</td>
<td>0006</td>
<td>Graduate</td>
<td>0001</td>
<td>Umbach, Paul David</td>
</tr>
<tr>
<td>Sally Louise</td>
<td>0007</td>
<td>Graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris James</td>
<td>0008</td>
<td>Graduate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Batch Advisor ID Change
Batch Upload Grades
Advising Dashboard

Personal Information
- empid: 0005
- name: Bell
- view GPoW
- view unofficial transcript
- view enrollment history

Other
- major: Mathematics-BS (17MATHBS)

Major Summary
- program: PAMS Physical & Math Sciences
- major: 17MATHBS Mathematics-BS

GPoW GPA: 3.667

Course Description | Course Prefix | Course No | Units | Term | Grade
--- | --- | --- | --- | --- | ---
EAC 753 (NDS Course) Fall 06 | ELN | 753 | 3 | 2006 Spring Term | A
MBA Degree (Edu) | MBA | 599 | 18 | 2007 Spring Term | A+
SI 373 (NDS Course) Spring 06 | ELP | 373 | 3 | 2006 Spring Term | A
Foundational Core | ELP | 705 | 3 | 2006 Fall Term | A
Research methods & Data Analysis | ELP | 736 | 3 | 2006 Fall Term | A
Research Methods & Data Analysis | ELP | 717 | 3 | 2007 Spring Term | A
Research Methods & Data Analysis | ELP | 713 | 3 | 2007 Spring Term | A
Foundational Core | ELP | 729 | 3 | 2007 Summer Term 1 | A
Elective Area of Study | ECO | 705A | 3 | 2007 Fall Term | A

GPA Trend Line

Advising Indicators

SIS Milestones
- milestone: Comprehensive Exam
- status: Pass Unconditional
- date: 13-MAY-10
- level: 13-MAY-10

Academic Load and Academic Standing

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Load</th>
<th>Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Summer Term 1</td>
<td>No Unit Load</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2012 Spring Term</td>
<td>Enrolled Half-Time</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2011 Fall Term</td>
<td>Enrolled Half-Time</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2011 Summer Term 2</td>
<td>No Unit Load</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2011 Summer Term 1</td>
<td>No Unit Load</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2010 Summer Term</td>
<td>No Unit Load</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2010 Summer Term 2</td>
<td>No Unit Load</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2010 Summer Term</td>
<td>No Unit Load</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2010 Summer Term</td>
<td>Enrolled Full-Time</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2010 Spring Term</td>
<td>Enrolled Full-Time</td>
<td>Good Standing</td>
</tr>
<tr>
<td>2010 Spring Term</td>
<td>Enrolled Full-Time</td>
<td>Good Standing</td>
</tr>
</tbody>
</table>

Committee
- committee: Approved
- committee: Accepted
- committee: Submitted
- committee: Approved
Online Documents in SIS
Training
Training Schedule

Notice: If you would like The Graduate School to schedule a Workshop from the list of "Workshop summaries" below, please contact Darren White.

Click here to view the Graduate School SIS resources webpage.
Click here to view the available Preparing Future Leaders (PFL) workshops & seminars.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Workshop</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.23.12</td>
<td>10:30am-12:00pm</td>
<td>Avent Ferry Complex (across from Mission Valley), Training Lab 108</td>
<td>SIS DGP &amp; Graduate Services Coordinator/Administrator Business Objects Training</td>
<td>Online</td>
</tr>
<tr>
<td>09.05.12</td>
<td>9:00am-11:00am</td>
<td>Avent Ferry Complex (across from Mission Valley), Training Lab 108</td>
<td>SIS DGP &amp; Graduate Services Coordinator/Administrator Training</td>
<td>Online</td>
</tr>
<tr>
<td>09.12.12</td>
<td>9:00am-10:00am</td>
<td>Avent Ferry Complex (across from Mission Valley), Training Lab 108</td>
<td>ApplyYourself Tips &amp; Tricks Training</td>
<td>Online</td>
</tr>
<tr>
<td>09.27.12</td>
<td>9:00am-11:00am</td>
<td>Centennial Campus, Research Building III, room 230</td>
<td>Basic Graduate Student Support Plan (GSSP) Training</td>
<td>Online</td>
</tr>
<tr>
<td>10.09.12</td>
<td>9:00am-10:00am</td>
<td>Avent Ferry Complex (across from Mission Valley), Training Lab 108</td>
<td>SIS DGP &amp; Graduate Services Coordinator/Administrator Plan of Work Template Training</td>
<td>Online</td>
</tr>
</tbody>
</table>

Workshop summaries:
General Q/A

Rebeca Rufty
Door Prizes

A special thanks to Starbucks Coffee at Cameron Village; Fresh Market; Bruegger’s; North Carolina Symphony; Harris Teeter Cameron Village; and the following NCSU Units for their support:

- Bookstore
- Communication Services
- Athletic Department
- First Year College
- University Dining
- Arts NC State
Lunch

Room 2 (a&b)
New Process Academic Planning

Duane Larick
Academic Program Planning

New UNC-GA Guidelines

- Two-step Process (Appendix A - request authorization to plan then Appendix C - authorization to establish)
- Appendix A approval (4-weeks bachelors and masters; 8 weeks doctoral)
- University then has 4 months to prepare and submit Appendix C
- Appendix C approval (3 months bachelors and masters; 6 months doctoral)
- No more than 3 programs at GA at one time
Guiding principles to be used to inform development and prioritization

1. Consistent with our mission and niche in the UNC-GA system

2. Relates to areas identified through the strategic planning process or, will establish novel areas of inquiry in which the campus can quickly achieve national prominence

3. Is broad, inter- or multi-disciplinary, and allows for multiple specializations to grow/die
Guiding principles to be used to inform development and prioritization

4. **Leverages existing programs** and/or leads to elimination of smaller, narrower degrees

5. **Builds on existing capacity** as evidenced by: a body of faculty active in the area of scholarship (shown by grants, publications, successful collaborations, etc.)

6. **Values doctoral and masters** over baccalaureate programs (doctoral>masters>baccalaureate)
Guiding principles to be used to inform development and prioritization

7. Is **economically sustainable**; preference will be given for reassignment of existing resources (or long-term external funding, such as endowment) over those with short-term funding (e.g., grants of a finite duration) or those relying on enrollment increase funding. **Note:** Current UNC-GA guidelines require new program proposals to include a funding plan that does not rely on guaranteed enrollment increase funding for implementation.
Proposed New Academic Planning Process

Program Faculty
Prepare Appendix A and 1-page concept paper addressing the 7 guiding principles and submits to College Dean(s)

Lead Dean(s) and Council of Deans
Make recommendations to Provost relative to approval and priority

Provost
Grants approval for planning and submission to appropriate College Committee(s)
Proposed New Academic Planning Process

College Level UG or GRAD Curriculum Committee(s)
Reviews/approves Appendix A

UCCC or ABGS
Reviews/approves Appendix A

Provost
Receives recommendation and submits Appendix A to BOT then UNC-GA
Proposed New Academic Planning Process

Once UNC-GA grants approval to Plan, Appendix C will be completed and routed through the existing approval process (including the BOT) prior to submission to UNC-GA
Graduate College Liaison Best Practices

Dare Cook
Lian Lynch
An Insider’s Guide to Quick Graduate School Approval
Contact

• Dare Cook – dare_cook@ncsu.edu 515-1988
• Jennifer Crumb – jennifer_crumb@ncsu.edu 515-1993
• Peggy Olive – peggy_olive@ncsu.edu 515-1990
• Dorothy Thompson – dorothy_thompson@ncsu.edu 515-1987

• General Liaison questions: 515-2871
General Reminders

• Please include NCSU ID number in voicemails and emails
• Fill out forms completely
• Pagelet
Grad Administrators Pagelet
Admissions – GS minimum requirements

- Bachelor’s degree from accredited university
- GPA
- English Proficiency
Admissions

Application Source: Upload
Last Updated Information: Dore Cook on 7/30/2012 11:23:12 AM EST
Created | Last Access: 4/19/2012 | 4/19/2012
Submitted: Yes
Submit Date: 4/18/2012 EST
Exported Date: 4/18/2012 EST
In Process Status:
In Process Status Publish Date:
Complete Date:
Status Publish Date:
Decision: AS - Accepted Full-AD
Decision Date: 5/21/2012
Decision Publish Date: 5/21/2012
Decision Viewed?: No
Enrollment Deadline Date:
Admissions

• Know your lingo!
  – Recommended for admission vs admitted
  – Defer application vs defer admission
Admissions Reminders

- International Admissions Clearance
Admissions Reminders

- Instructions for international clearance
Admissions Reminders

- Be careful when selecting the degree, plan, subplan and distance education options.
Admissions

• General Questions?
Current Students

Plans of Work

- Transcripts
- Patent Agreement
- GPA
- Letter Graded Courses
- Time Limit
- Transfer Credits
- Co-majors/minors
- Committee
Plan of Work

- Does the Graduate School have all official transcripts?
Plan of Work

- Patent Agreement

I have read and I understand the Patent Procedures of North Carolina State University. I also understand that compliance with the Patent Procedures is a condition of my being a graduate student at North Carolina State University.

I, therefore, agree to abide by the Patent Procedures, including any amendments which may be adopted from time to time.

I acknowledge my obligation to communicate promptly to the University Office of Technology Transfer a full and complete disclosure of all inventions. Further, I will assign, and hereby do assign, to the University my right title and interest in all inventions that I conceive or reduce to practice during the course of my employment or in connection with my use of University facilities or funds administered by the University.

In the event that the University determines, in its sole discretion, to pursue patent or other intellectual property protection, I agree to execute any assignments or other documents necessary to comply with the terms of the Patent Procedures, and to cooperate in the preparation of patent applications and other documents necessary in prosecution of the patent. I also understand that University’s funding agreements with third parties, including the United State Government, impose certain obligations with respect to rights in inventions and, when requested to do so by University, I will execute assignment or other documents necessary to comply with the terms of the funding agreements.

I understand that, unless otherwise specifically agreed in writing, I am entitled to a percentage of royalties received by University from the commercialization of my inventions, as set forth in the Royalty Sharing Regulation of North Carolina State University, as may be amended from time to time.

I do not have any employment, consulting or other agreement with any third party which grants rights that are in conflict with this agreement, and I agree that I will not knowingly enter any such agreement.
# Plan of Work

## Graduate Plan of Work

### Student Information
- **Student Id**: [redacted]
- **Program**: FW - Fish, Wildlife, and Conservation Biology
- **Plan**: FW-MS - Fish & Wildlife Science Master's
- **Status**: Pending
- **Date First Submitted**: 09/22/2011

### Requirements

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirement/Course Description</th>
<th>Class</th>
<th>Units</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>Spec Topic FW Sci</td>
<td>Select</td>
<td>1.0</td>
<td>Fall '10</td>
<td>S</td>
</tr>
<tr>
<td>Major</td>
<td>Aquatic Wildlife Mgt</td>
<td>Select</td>
<td>1.0</td>
<td>Fall '10</td>
<td>S</td>
</tr>
<tr>
<td>Major</td>
<td>MR Thesis Research</td>
<td>Select</td>
<td>9.0</td>
<td>Spring '10</td>
<td>S</td>
</tr>
<tr>
<td>Major</td>
<td>Spec Topic FW Sci</td>
<td>Select</td>
<td>1.0</td>
<td>Fall '11</td>
<td>S</td>
</tr>
<tr>
<td>Major</td>
<td>Spec Topic FW Sci</td>
<td>Select</td>
<td>3.0</td>
<td>Spring '12</td>
<td>A</td>
</tr>
<tr>
<td>Minor</td>
<td>Dendrology</td>
<td>Select</td>
<td>3.0</td>
<td>Fall '11</td>
<td>A</td>
</tr>
<tr>
<td>Minor</td>
<td>Adv Geospatial Analytics</td>
<td>Select</td>
<td>3.0</td>
<td>Fall '11</td>
<td>A-</td>
</tr>
<tr>
<td>Minor</td>
<td>Soil Morph Gen Cla</td>
<td>Select</td>
<td>3.0</td>
<td>Spring '11</td>
<td>B+</td>
</tr>
<tr>
<td>Other</td>
<td>Exp Stat Bio Sec I</td>
<td>Select</td>
<td>3.0</td>
<td>Fall '10</td>
<td>A-</td>
</tr>
<tr>
<td>Other</td>
<td>Exp Stat Bio Sec II</td>
<td>Select</td>
<td>3.0</td>
<td>Fall '11</td>
<td>A</td>
</tr>
<tr>
<td>Other</td>
<td>Sampl Anim Popns</td>
<td>Select</td>
<td>3.0</td>
<td>Fall '10</td>
<td>A</td>
</tr>
</tbody>
</table>

### Plan of Work GPA
- **Plan of Work GPA**: 3.778

---

The plan of work and advisory committee have been submitted for approval. They are awaiting Graduate School Administrator Approval in the approval process.

---

This marks the PoW as DENIED.
# Plan of Work

## Graduate Plan of Work

### Student Information
- **Program:** MBA - Business Administration
- **Plan:** 20MBAMIR - Business Administration - Part Time
- **Status:** Pending
- **Date First Submitted:** 06/26/2012
- **Total Units Planned:** 45.00
- **Complete Degree before:** Fall '16
- **Plan of Work GPA:** 3.237

### Degree Requirements

<table>
<thead>
<tr>
<th>Requirement/Course Description</th>
<th>Class</th>
<th>Units</th>
<th>Term</th>
<th>Paralled</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Managerial Finance</td>
<td>TR 999</td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Decision Making or Elective</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Global Economics for Managers</td>
<td>MBA 505</td>
<td>3.0</td>
<td>Fall '09</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Major Managing Global High-Tech WF</td>
<td>MBA 530</td>
<td>2.0</td>
<td>Fall '09</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>Major Manager &amp; Career Effective I</td>
<td>MBA 500</td>
<td>2.0</td>
<td>Fall '09</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Major Statistics &amp; Quantitative Meth</td>
<td>MBA 564</td>
<td>3.0</td>
<td>Spring '10</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Major Management Techno &amp; Innovation</td>
<td>MBA 570</td>
<td>2.0</td>
<td>Spring '10</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td>Major Leadership &amp; Ethics</td>
<td>MBA 590</td>
<td>2.0</td>
<td>Spring '10</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Major Accounting for Managers</td>
<td>MBA 503</td>
<td>3.0</td>
<td>Sum '10</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>Major Marketing Management</td>
<td>MBA 560</td>
<td>3.0</td>
<td>Fall '10</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>Major Oper Manage &amp; Supply Chain Mgmt</td>
<td>MBA 540</td>
<td>3.0</td>
<td>Fall '10</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Major Global Strategy</td>
<td>MBA 560</td>
<td>3.0</td>
<td>Spring '11</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>Major Concentration or Elective</td>
<td>MBA 510</td>
<td>3.0</td>
<td>Spring '11</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Major Concentration or Elective</td>
<td>MBA 510</td>
<td>3.0</td>
<td>Spring '11</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td>Major Concentration or Elective</td>
<td>MBA 561</td>
<td>3.0</td>
<td>Spring '11</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>Major Concentration or Elective</td>
<td>MBA 554</td>
<td>3.0</td>
<td>Sum '11</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>Major Concentration or Elective</td>
<td>MBA 562</td>
<td>3.0</td>
<td>Fall '11</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Major Concentration or Elective</td>
<td>MBA 584</td>
<td>3.0</td>
<td>Spring '12</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The plan of work and advisory committee have been submitted for approval. They are awaiting Graduate School Administrator Approval in the approval process.*
### Plan of Work Committee

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Outside Rep</th>
<th>Member Name</th>
<th>Program Represented</th>
<th>Grad Faculty Status</th>
<th>Approve PoW</th>
<th>Approve ETD</th>
<th>CSR Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Co-Chair</td>
<td>☐</td>
<td>Vincent L. Chiang</td>
<td>Forestry and Environmental Res</td>
<td>Full</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>2 Co-Chair</td>
<td>☐</td>
<td>Fikret Isik</td>
<td>Forestry and Environmental Res</td>
<td>Full</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>3 Minor</td>
<td>☑</td>
<td>Ron Saderoff</td>
<td>Functional Genomics</td>
<td>Full</td>
<td>☑</td>
<td>☑</td>
<td>Accepted</td>
</tr>
<tr>
<td>4 Member</td>
<td>☐</td>
<td>Dahlia Nielsen</td>
<td>Genetics</td>
<td>Full</td>
<td>☑</td>
<td>☑</td>
<td>Declined</td>
</tr>
<tr>
<td>5 External</td>
<td>☐</td>
<td>Hairong Wei</td>
<td>Forestry and Environmental Res</td>
<td>Full</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>
Plan of Work Committee

<table>
<thead>
<tr>
<th>Student Id</th>
<th>[Redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>EC</td>
</tr>
<tr>
<td>Plan</td>
<td>11ECAPHD</td>
</tr>
<tr>
<td>Co-Major Program</td>
<td></td>
</tr>
<tr>
<td>Minor Plan</td>
<td>Mathematics-GM</td>
</tr>
<tr>
<td>Co-Minor Plan</td>
<td></td>
</tr>
</tbody>
</table>

## Committee Members

<table>
<thead>
<tr>
<th>Type</th>
<th>Outside Rep</th>
<th>Member Name</th>
<th>Program Represented</th>
<th>Grad Faculty Status</th>
<th>Accept</th>
<th>Approve GPoW</th>
<th>Approve ETD</th>
<th>GSR Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td>Denis Pelletier</td>
<td>Economics</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td>Atsushi Inoue</td>
<td>Economics</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td>Walter Thurman</td>
<td>Economics</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td>Peter Bloomfield</td>
<td>Statistics</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>✔</td>
<td>Jeffrey Scroggs</td>
<td>Mathematics</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
<td>Accepted</td>
</tr>
</tbody>
</table>

How To Video
Plan of Work

Graduate Plan of Work

<table>
<thead>
<tr>
<th>Requirement/Course Description</th>
<th>Class</th>
<th>Units</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Prob Stoch Proc II</td>
<td>MA 747</td>
<td>3.0</td>
<td>Spring '09</td>
<td>A</td>
</tr>
<tr>
<td>Minor Prob Stoch Proc I</td>
<td>MA 746</td>
<td>3.0</td>
<td>Fall '08</td>
<td>A</td>
</tr>
<tr>
<td>Minor Linear Programming</td>
<td>MA 705</td>
<td>3.0</td>
<td>Spring '07</td>
<td>A+</td>
</tr>
<tr>
<td>Major MR degree Kansas St</td>
<td>TR 999</td>
<td>18.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Microeconomics I</td>
<td>ECO 701</td>
<td>2.0</td>
<td>Fall '06</td>
<td>A</td>
</tr>
<tr>
<td>Major Macroeconomics I</td>
<td>ECO 704</td>
<td>3.0</td>
<td>Fall '06</td>
<td>A+</td>
</tr>
<tr>
<td>Major Microeconomics II</td>
<td>ECO 702</td>
<td>3.0</td>
<td>Spring '07</td>
<td>A+</td>
</tr>
<tr>
<td>Major Macroeconomics II</td>
<td>ECO 703</td>
<td>3.0</td>
<td>Spring '07</td>
<td>A</td>
</tr>
<tr>
<td>Major Game Theory I</td>
<td>ECO 810 UNCCH</td>
<td>3.0</td>
<td>Fall '07</td>
<td>A</td>
</tr>
<tr>
<td>Major Econ Reg/Industry</td>
<td>ECO 846 UNCCH</td>
<td>3.0</td>
<td>Fall '07</td>
<td>B</td>
</tr>
<tr>
<td>Major Statistic Theory I</td>
<td>ST 821</td>
<td>3.0</td>
<td>Fall '07</td>
<td>A</td>
</tr>
<tr>
<td>Major Microeconomics</td>
<td>ECO 750</td>
<td>2.0</td>
<td>Spring '09</td>
<td>A+</td>
</tr>
<tr>
<td>Major Cons Dem Mkt Inter</td>
<td>ECO 742</td>
<td>3.0</td>
<td>Spring '09</td>
<td>A</td>
</tr>
<tr>
<td>Major Cap Inves Eco Anal</td>
<td>ISE 711</td>
<td>3.0</td>
<td>Fall '09</td>
<td>B+</td>
</tr>
<tr>
<td>Major DR Dissert Res</td>
<td>ECO 825</td>
<td>2.0</td>
<td>Spring '08</td>
<td>S</td>
</tr>
<tr>
<td>Major Topics in Macro Ec</td>
<td>ECO 3352 UNK</td>
<td>1.5</td>
<td>Spring '08</td>
<td>A-</td>
</tr>
<tr>
<td>Major Sp Asset Pricing</td>
<td>ECO 7901</td>
<td>2.0</td>
<td>Fall '09</td>
<td>A</td>
</tr>
<tr>
<td>Major Time Series Econom</td>
<td>ECO 752</td>
<td>3.0</td>
<td>Spring '09</td>
<td>A+</td>
</tr>
<tr>
<td>Major DR Dissert Res</td>
<td>ECO 825</td>
<td>2.0</td>
<td>Fall '08</td>
<td>S</td>
</tr>
<tr>
<td>Major Econometric Method</td>
<td>ECO 825</td>
<td>3.0</td>
<td>Fall '06</td>
<td>A</td>
</tr>
<tr>
<td>Major DR Dissert Res</td>
<td>ECO 825</td>
<td>3.0</td>
<td>Spring '09</td>
<td>S</td>
</tr>
</tbody>
</table>
# Plan of Work

## Graduate Plan of Work

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Class</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Sem Human Res Dev</td>
<td>PSY 750</td>
<td>Fall '06</td>
<td>A+</td>
</tr>
<tr>
<td>Major Action Resch Psych</td>
<td>PSY 752</td>
<td>Spring '06</td>
<td>A+</td>
</tr>
<tr>
<td>Major Adv Develop Psych</td>
<td>PSY 584</td>
<td>Fall '06</td>
<td>A+</td>
</tr>
<tr>
<td>Major Spp Quant Meth Ps</td>
<td>PSY 710K</td>
<td>Fall '06</td>
<td>A+</td>
</tr>
<tr>
<td>Major Int Grad Study Psy</td>
<td>PSY 800</td>
<td>Fall '06</td>
<td>A</td>
</tr>
<tr>
<td>Major Health Behavior</td>
<td>SOC 444</td>
<td>Fall '06</td>
<td>A</td>
</tr>
<tr>
<td>Major Spp Regression Ps</td>
<td>PSY 710T</td>
<td>Spring '07</td>
<td>A+</td>
</tr>
<tr>
<td>Major Physic Psychology</td>
<td>PSY 507</td>
<td>Spring '07</td>
<td>A+</td>
</tr>
<tr>
<td>Major Social Development</td>
<td>PSY 707</td>
<td>Spring '07</td>
<td>A</td>
</tr>
<tr>
<td>Major Directed Study - Multivariate</td>
<td>PSY 880</td>
<td>Fall '07</td>
<td>A</td>
</tr>
<tr>
<td>Major Research Ethics</td>
<td>PSY 816</td>
<td>Fall '07</td>
<td>A</td>
</tr>
<tr>
<td>Major St-Ethics</td>
<td>PSY 520E</td>
<td>Fall '07</td>
<td>A</td>
</tr>
<tr>
<td>Major Soc Preocc Adult</td>
<td>PSY 789</td>
<td>Fall '07</td>
<td>A</td>
</tr>
<tr>
<td>Major MR Thesis Research</td>
<td>PSY 535</td>
<td>Fall '07</td>
<td>A</td>
</tr>
<tr>
<td>Major Method Devol Psych</td>
<td>PSY 785</td>
<td>Spring '08</td>
<td>A</td>
</tr>
<tr>
<td>Major Cognitive Develop</td>
<td>PSY 786</td>
<td>Spring '08</td>
<td>A</td>
</tr>
<tr>
<td>Major MR Thesis Research</td>
<td>PSY 535</td>
<td>Spring '08</td>
<td>A</td>
</tr>
<tr>
<td>Major Aging Cog &amp; Intel</td>
<td>PSY 788</td>
<td>Fall '08</td>
<td>A</td>
</tr>
<tr>
<td>Major Cognitive Neurosci</td>
<td>PSY 359DUKE</td>
<td>Fall '09</td>
<td>A-</td>
</tr>
<tr>
<td>Major DR Dissertat Res</td>
<td>PSY 856</td>
<td>Fall '09</td>
<td>A</td>
</tr>
<tr>
<td>Major Directed Study - MLM</td>
<td>PSY 850</td>
<td>Spring '09</td>
<td>A</td>
</tr>
</tbody>
</table>

This plan of work and advisory committee have been approved (6-26-2012). Contact your academic department if you need to modify the plan.
# Forms

http://www.ncsu.edu/grad/faculty-and-staff/forms.html

<table>
<thead>
<tr>
<th>Form</th>
<th>Key Date</th>
<th>Description/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master’s Forms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Oral Final (pdf/docx)</td>
<td>3/1/11</td>
<td>Submit at least 10 working days prior to proposed date of exam.</td>
</tr>
<tr>
<td>Conduct Remote Oral Exam (pdf/docx)</td>
<td>3/30/11</td>
<td>Must be submitted with above request when one or more of the committee will be located remotely.</td>
</tr>
<tr>
<td>Processing Oral Exam Request (pdf/docx)</td>
<td></td>
<td>Guideline only</td>
</tr>
<tr>
<td><strong>Doctoral Forms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Oral Prelim/Final (pdf/docx)</td>
<td>12/30/10</td>
<td>Submit 2 wks prior to date of the exam.</td>
</tr>
<tr>
<td>Conduct Remote Oral Exam (pdf/docx)</td>
<td>3/30/11</td>
<td>Must be submitted with above request when one or more of the committee or student will be located remotely.</td>
</tr>
<tr>
<td>Admission to Candidacy (pdf)</td>
<td></td>
<td>Sample only</td>
</tr>
<tr>
<td><strong>Certificate Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Student Certificate Plan Data Entry (pdf)</td>
<td></td>
<td>Used for currently enrolled graduate students who want to obtain the certificate.</td>
</tr>
<tr>
<td><strong>General Committee Actions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Modification (pdf/docx)</td>
<td>12/30/10</td>
<td>Repi/sub/add/delete member</td>
</tr>
<tr>
<td>Externs/Consultant Appointment (pdf/docx)</td>
<td>12/29/10</td>
<td></td>
</tr>
<tr>
<td>Inter-institutional Appointment (pdf/docx)</td>
<td>12/30/10</td>
<td></td>
</tr>
<tr>
<td><strong>Curricular and Programmatic Actions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABM Plan of Work (pdf/docx)</td>
<td>6/13/11</td>
<td>To be filed with application to Accelerated Bachelor’s/Master’s Program.</td>
</tr>
<tr>
<td>Change Degree Status or Curriculum (form creator)</td>
<td>2/4/11</td>
<td>Permanent change, en-route master’s, multiple master’s, and co-majors.</td>
</tr>
<tr>
<td>Extension of Incomplete Grade (pdf)</td>
<td>5/09</td>
<td>R&amp;R Form - updated to require DGP signature.</td>
</tr>
<tr>
<td>Leave of Absence (pdf/docx)</td>
<td>12/30/10</td>
<td></td>
</tr>
<tr>
<td>Supplemental Data (pdf/docx)</td>
<td>3/14/08</td>
<td>R&amp;R Form. Submit with above when dropping courses or changing to audit after the deadline.</td>
</tr>
<tr>
<td>Termination of Graduate Status (pdf/docx)</td>
<td>12/29/10</td>
<td></td>
</tr>
<tr>
<td>Time Limit Extension (pdf/docx)</td>
<td>12/30/10</td>
<td></td>
</tr>
<tr>
<td>Transfer Credit (pdf/docx)</td>
<td>3/29/11</td>
<td>Transfer credit from other institutions and other NC State programs, including PBS.</td>
</tr>
<tr>
<td><strong>Parental Leave for Graduate Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parental Leave Request (pdf/docx)</td>
<td>5/25/12</td>
<td>Two page form required when applying for parental leave.</td>
</tr>
<tr>
<td>Parental Leave Certification (pdf/docx)</td>
<td>6/15/12</td>
<td>Must accompany above request</td>
</tr>
<tr>
<td><strong>Graduate Faculty</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty Nomination Form (pdf/docx)</td>
<td>Feb 09</td>
<td>Nominate faculty for associate and full status. Also to add programs to existing faculty.</td>
</tr>
<tr>
<td>Non-Graduate-Faculty Instructor (pdf)</td>
<td></td>
<td>Request for non-graduate-faculty to teach a graduate course</td>
</tr>
<tr>
<td><strong>Graduation Forms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey of Earned Degrees (SEED) Web Registration Option (pdf)</td>
<td></td>
<td>PhD only, EdD does not complete the SED.</td>
</tr>
</tbody>
</table>
Exam Forms

North Carolina State University
The Graduate School

Request To
SCHEDULE MASTER’S ORAL EXAMINATION
***Must be submitted at least two working days prior to exam date***

To: Dean of The Graduate School
From: Program Director: Director’s Name/Program Name

Student Information:
Name: __________________ ID Number: __________________
Degree Program: __________________ Major: __________________
Term/Year (permit will be valid only during term and year specified):
Exam Date (optional) Exam Time (optional) Place (optional)

I certify that (please check items below):
☐ The following committee has been approved by the department program:


☐ The above committee and the Plan of Work have been submitted to SIS by the department or program and have been approved.

One or more of the committee or the student will be located remotely: ☐ Yes ☐ No. (If yes, please attach supplemental forms “Request to Conduct Master’s Remote Oral Exam”)

DGP Signature/Date: __________________________

Graduate School Approval Date: __________________________

7/19/2012

North Carolina State University
The Graduate School

REQUEST TO SCHEDULE DOCTORAL ORAL EXAMINATION
☐ Preliminary, ☐ Final
***This Form Must Be Submitted At Least Two Weeks Prior To Proposed Date Of Exam***

To: Dean of The Graduate School
From: Program Director: Director’s Name/Program Name

Proposed Examination:
Date: ___________ Time: ___________ Room/Building: ___________

Student Information:
Name: __________________ ID Number: __________________
Program or Dept.: __________________ Degree/Major: __________________

Dissertation Title: __________________

Verification:
1. The student has completed all written examinations/proposals in our department and in his/her minor field. The committee members listed below have agreed to attend at the above date and time.

2. The Graduate School Representative, __________________________, has agreed to attend the examination at the above time.

3. I certify that the student’s current committee, as listed above, and completed courses have been approved by the approved FOW and that any discrepancies in SIS have been reconciled and corrected.

4. One or more of the committee or the student will be located remotely: ☐ Yes ☐ No. (If yes, please attach supplemental forms “Request to Conduct Doctoral Oral Remote Exam”)

Director of Graduate Programs (Sign/Date): __________________________

Graduate School Approval Date: __________________________

11/30/2010
Master’s Exam Form

North Carolina State University
The Graduate School

Request To
SCHEDULE MASTER’S ORAL EXAMINATION
***Must be submitted at least ten working days prior to exam date***

To: Dean of The Graduate School
From: Program Director:

Student Information:
Name: __________________________ ID Number: __________________________
Degree/Program: __________________________

Term Year (permit will be valid only during term and year specified):

Est. Date (optional): __________________________  Est. Time (optional): __________________________
Place (optional): __________________________

☐ thesis  ☐ non-thesis

I verify that [please check items below]:

☐ The following committee has been approved by the department/program:
  a. Chair  ☐ Co-chair (please see)
  c.  ☐ Co-chair (member assigned if untenured)
  e.  ☐
  g.  ☐

☐ The above committee and the Plan of Work have been submitted to SIS by the department or program and have been approved.

One or more of the committee or the student will be located remotely. ☐Yes ☐No. (If yes, please attach supplemental form "Request to Conduct Master’s Remote Oral Exam").

DGP Signature/Date: __________________________

Graduate School Approval/Date: __________________________

7/19/2012
Verification:

1. The student has completed all written examinations/proposals in our department and in his/her minor field. The committee members listed below have agreed to attend at the above date and time.

   a. □ Chair □ Co-chair (choose one)
   b. □ Co-chair □ Vice-chair (member assumed if unchecked)
   c. 
   d. 
   e. 
   f. 
   g. 
   h. 

2. The Graduate School Representative, __________________________, has agreed to attend the examination at the above time.

3. I verify that the student's current committee, as listed above, and completed courses have been compared to the approved POW and that any discrepancies in SIS have been reconciled and corrected.

4. One or more of the committee or the student will be located remotely. □ Yes □ No. (if yes, please attach supplemental form “Request to Conduct Doctoral Oral Remote Exam”).

Director of Graduate Programs (Sign/Date): __________________________
Forms

Know your lingo!

North Carolina State University
The Graduate School

ADVISORY COMMITTEE MODIFICATION

☐ Replacement, ☐ Substitution, ☐ Addition, ☐ Deletion, or ☐ Chg of Status of Committee Member

To: Dean of The Graduate School
From: Program Director:

Director’s name Program name

Student Information:
Name: __________________________ ID Number: __________________________
Degree/Program: __________________________ Signature: __________________________

Member to Be Replaced, Substituted for, Deleted, or have Status Changed:

Name/Program/Role (please type or print) __________________________ Signature/Date (or attach letter/email)
If Substitution, duration: ☐ oral final; ☐ other
Reason (if ‘other’, specify duration; if ‘Status Change’, specify how):

Replacement, Substitution, or Additional Member:
Name (please type or print) __________________________ Graduate Faculty Status (Full or Assoc)
Program/Institution/Proposed Role __________________________
Signature (or attach letter/email) __________________________ Date __________________________

DGP Signature/Date: __________________________

Approved for the Graduate School by: __________________________

Signature/Date
Know your lingo!

North Carolina State University
The Graduate School

ADVISORY COMMITTEE
APPOINTMENT OF EXTERNAL MEMBER or TECHNICAL CONSULTANT

To: Dean of The Graduate School
From: Program Director

Student Information:
Name: ______________________ ID Number: ______________________
Degree Objective: ______________________ (☐ Thesis or ☐ Non-Thesis)
Proposed Minor: ______________________ Signature: ______________________

Please approve the following individual to serve as (check one):
☐ External Member (voting member)
☐ Technical Consultant (non-voting member)

for the above named student. The proposed member has been contacted and has agreed to serve.
I understand that it is the department's responsibility to confirm this appointment with each individual after approval by the Graduate School.

I also understand that this person will not count toward the minimum number of members required for committees (four for doctoral and three for master's). A current vitae (for External Committee member) or statement of potential contribution (for Technical Consultant) must be attached.

Name: ______________________ Affiliation: ______________________
Comments (if any): ______________________

DGP Signature/Date: ______________________
Approved for the Graduate School by: ______________________
Signature/Date: ______________________
Forms

- Add vs Change vs Delete
R&R Forms

• Schedule Revision Form vs Grade Change Form
Graduation

Fall 2012 Graduation Deadlines

- No registration required ETD deadline is 8/15/12
- A2G submitted and “departmental review complete” by 11/2/2012
- No separate Option B deadline
- Error free ETD submitted by 11/16/2012
- Final ETD approved by committee by 11/30/2012
- Graduation Date 12/15/2012
Graduation

If any of the A2G deadlines are missed, or if a student’s A2G is submitted after the deadline, please inform your liaison in writing.

Please do not update the A2G after the A2G deadline without contacting your liaison.
Graduation

Departmental Review Complete:
• Is the student in the correct degree program? (MS vs MR, etc)
• Has the student taken the department's required courses?
• Has the student taken the number of credit hours that their program requires?
• Has the student submitted Plan of Work and acknowledged the online Patent Agreement?
• Has the department approved the student's Plan of Work?
• Is the student within their time limit to complete the degree?
• Does the student have any IN or LA grades?
• Is the GPA 3.0 or higher?

If ALL of these have not been met, but the department anticipates graduation, update the A2G to DRC by deadline and add a comment.
## Graduation Approval

**ID:** [Redacted]

**Expected Graduation Term:** 2127 2012 Summer Term 2

**Academic Career:** Graduate

**Academic Program:** MBA Business Administration

**Academic Plan:** 20MBAMR Major Business Administration-MR

### Application Status

- **Applied for Degree:** [Checked]
- **College Cleared:** [Checked]
- **Applied Withdrawn:** [Unchecked]
- **College Denied:** [Unchecked]
- **Department Denied:** [Unchecked]
- **College Hold:** [Unchecked]
- **Complete - Approved:** [Checked]
- **Department Review Complete:** [Checked]

**Last Modified By:** DECOOK Dare E Cook

**Last Modified Date:** 07/06/2012

### Degree Requirements Check

- **Completed:** [Checked]
- **Unmet:** [Unchecked]
- **GPOW:** [Unchecked]
- **All milestones:** [Unchecked]
- **All Checklist Items:** [Unchecked]
- **No IN or late Grades:** [Checked]
- **Cum GPA:** 3.000

[View Plan of Work]
### Graduation Application Comments

**Comments on Graduation application**

<table>
<thead>
<tr>
<th>ID:</th>
<th>Will be transferring credit for Corporate Finance from East Carolina U. in July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 06/14/2012</td>
<td>A2G on hold pending POW and transfer credit approval.</td>
</tr>
<tr>
<td>Name: Dare E Cook</td>
<td>07/06/2012</td>
</tr>
<tr>
<td>Date: 07/31/2012</td>
<td></td>
</tr>
</tbody>
</table>

**Application Details**

- **Expected Graduation Term:** 2127 2012 Summer Term 2
- **Academic Career:** Graduate
- **Academic Program:** MBA Business Administration
- **Academic Plan:** 20MBAMR Major Business Administration-MR
Graduation for Certificate Students

Will no longer do the Certificate Data Entry Form – certificate students now submit an A2G (by 11/2/2012) and will be reviewed by the Graduate School once set to “Department Review Complete”.
Current Students

• Questions?
On-Line Queries to Help with your Job!

Lian Lynch
David Edelman
Student Information System: User Resources

Student Information Systems (SIS) is an integrated information system that serves all departments within the University. The SIS system includes application modules to support common business activities, such as finance, accounting and human resources, as well as, modules to support admissions, records and registration, financial aid and student accounts activities. Click here to go to the official NCSU SIS homepage.

Click here to find out how to make a SAR request for DGP or Graduate Services Coordinator access. Click here to view the Graduate School training schedule.

SIS Training Manuals and Reference Documents:

<table>
<thead>
<tr>
<th>Manual</th>
<th>PDF View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Administrators (DGP/Graduate Services Coordinator) Training and Operations Manual</td>
<td>view PDF</td>
</tr>
<tr>
<td>Graduate Faculty SIS Training Manual</td>
<td>view PDF</td>
</tr>
<tr>
<td>Graduate Student Training and Operations Manual</td>
<td>view PDF</td>
</tr>
<tr>
<td>Graduate School SIS Training Manual</td>
<td>view PDF</td>
</tr>
<tr>
<td>Graduate Career Academic Structure Complete Reference</td>
<td>view PDF</td>
</tr>
<tr>
<td>Using Enterprise Business Intelligence Reports</td>
<td>view PDF</td>
</tr>
<tr>
<td>Graduate Student Certification Plan Data</td>
<td>view PDF</td>
</tr>
</tbody>
</table>
Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By: Query Name begins with GRAD_TST_SCORE_SUPN_BDAY_GR

Search Results

*Folder View: -- All Folders --

Check All | Uncheck All

*Action: -- Choose --

Go

Query | Customize | Find | View All | Edit | Run to HTML | Run to Excel | Schedule

GRAD_TST_SCORE_SUPN_BDAY_GRE Suspense by Birthday | Edit | HTML | Excel | Schedule
Admissions

- GRAD_TST_SCORE_SUPN_BDAY_GRE
- GRAD_TST_SCORE_SUPN_BDAY_TOEFL

- Find possible matches for scores in suspense based on DOB
## GRAD_TST_SCORE_SUPN_BDAY_GRE - GRE Suspense by Birthdate

### View Results

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
<th>City</th>
<th>State</th>
<th>Postal</th>
<th>Country</th>
<th>Gender</th>
<th>Test Dt</th>
<th>Component 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>162931</td>
<td>Verma</td>
<td>Saurabh</td>
<td></td>
<td>Hno 1024, Sct 41 B</td>
<td></td>
<td></td>
<td>Chandigarh</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>154826</td>
<td>Ream</td>
<td>Julie</td>
<td>L</td>
<td>253 Constitution Ave</td>
<td></td>
<td></td>
<td>Connoqueness</td>
<td>PA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>169758</td>
<td>Konetchy</td>
<td>Kristina</td>
<td></td>
<td>5 Stuart Lake Road</td>
<td></td>
<td></td>
<td>South Salem</td>
<td>NY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>168826</td>
<td>George</td>
<td>Rakhee</td>
<td></td>
<td>Kadavanthra Ernakulam</td>
<td>Puthenpurackal Indira Ngr</td>
<td></td>
<td>Kerela</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>182129</td>
<td>Williams</td>
<td>Kevin</td>
<td>A</td>
<td>1742 Curtis Dr</td>
<td></td>
<td></td>
<td>Raleigh</td>
<td>NC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• GSSP_DEPT_APPRV_BY_PROG_TERM

• See whose Departmental Approval flag is checked
### GSSP DEPT APPRV BY PROG TERM - GSSP Screen Dept Apprvl by Pgm

**Enter Term (CYYS format):** 2128  
**Institution (type NCSU1):** NCSU1  
**Academic Program:** TE

**View Results**

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Acad Prog</th>
<th>Term</th>
<th>Acad Level</th>
<th>Progress Units</th>
<th>GSSP Units</th>
<th>Health Insurance Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>000976485</td>
<td>Chen</td>
<td>Jing</td>
<td></td>
<td>TE</td>
<td>2128</td>
<td>DR</td>
<td>9.00</td>
<td>9.00</td>
<td>Y</td>
</tr>
<tr>
<td>001057219</td>
<td>Cong</td>
<td>Hui</td>
<td></td>
<td>TE</td>
<td>2128</td>
<td>MR</td>
<td>9.00</td>
<td>9.00</td>
<td>Y</td>
</tr>
<tr>
<td>001038059</td>
<td>Faraji</td>
<td>Shaghayegh</td>
<td></td>
<td>TE</td>
<td>2128</td>
<td>MR</td>
<td>9.00</td>
<td>9.00</td>
<td>Y</td>
</tr>
<tr>
<td>000748449</td>
<td>Jolly</td>
<td>Michael</td>
<td>Ward</td>
<td>TE</td>
<td>2128</td>
<td>MR</td>
<td>0.00</td>
<td>3.00</td>
<td>N</td>
</tr>
<tr>
<td>001007776</td>
<td>Li</td>
<td>Chenxiang</td>
<td></td>
<td>TE</td>
<td>2128</td>
<td>MR</td>
<td>0.00</td>
<td>3.00</td>
<td>N</td>
</tr>
<tr>
<td>001049978</td>
<td>Liang</td>
<td>Jing</td>
<td></td>
<td>TE</td>
<td>2128</td>
<td>MR</td>
<td>10.00</td>
<td>9.00</td>
<td>Y</td>
</tr>
</tbody>
</table>
Enrollment

- SIS_GRAD_ENROLLED_FULBRIGHT

- Identify exactly who your Fulbright students are
### SIS_GRAD_ENROLLED_FULBRIGHT - Fulbright Grad Students

<table>
<thead>
<tr>
<th>Institution (always NCSU1):</th>
<th>ncsu1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select an Academic Career:</td>
<td>grad</td>
</tr>
<tr>
<td>Choose an Academic Term:</td>
<td>2128</td>
</tr>
<tr>
<td>Choose an Academic Program:</td>
<td></td>
</tr>
</tbody>
</table>

**View Results**

<table>
<thead>
<tr>
<th>Fulbright Grad</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad Prog</td>
<td>14EEMS</td>
</tr>
<tr>
<td>Acad Plan</td>
<td>14EEMS</td>
</tr>
<tr>
<td>EmplID</td>
<td>001042758</td>
</tr>
<tr>
<td>Primary Name</td>
<td>Mohammed, Udai Fahed</td>
</tr>
<tr>
<td>Term</td>
<td>2128</td>
</tr>
<tr>
<td>FERPA</td>
<td>N</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Ethnic Summary</td>
<td>White, Asian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fulbright Grad</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad Prog</td>
<td>14EEMS</td>
</tr>
<tr>
<td>Acad Plan</td>
<td>14EEMS</td>
</tr>
<tr>
<td>EmplID</td>
<td>001001798</td>
</tr>
<tr>
<td>Primary Name</td>
<td>Qazi, Zohaib</td>
</tr>
<tr>
<td>Term</td>
<td>2128</td>
</tr>
<tr>
<td>FERPA</td>
<td>N</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Ethnic Summary</td>
<td>Asian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fulbright Grad</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad Prog</td>
<td>14EEMS</td>
</tr>
<tr>
<td>Acad Plan</td>
<td>14EEMS</td>
</tr>
<tr>
<td>EmplID</td>
<td>001084400</td>
</tr>
<tr>
<td>Primary Name</td>
<td>Sanchez, Fernandez, Robert, Enrique</td>
</tr>
<tr>
<td>Term</td>
<td>2128</td>
</tr>
<tr>
<td>FERPA</td>
<td>N</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Ethnic Summary</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Birth</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Note:** The table above is a screenshot of a database interface used to view Fulbright graduate student data at NC State University. The interface allows filtering by institution, academic career, academic term, and academic program. The table below shows the data for three students, including their academic program, academic plan, emplID, primary name, term, FERPA status, gender, and ethnic summary.
Graduate Faculty

- SIS_GRAD_FAC_BY_PROGRAM

- Identify all Graduate Faculty within a specified program
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Academic Rank</th>
<th>Home Department</th>
<th>GFAC Status</th>
<th>GFAC Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000010958</td>
<td>Aboelfotoh, M. Osama</td>
<td>Research Professor</td>
<td>Materials Sci Engr-Grads&amp;Temps</td>
<td>Assoc</td>
<td></td>
</tr>
<tr>
<td>0000940766</td>
<td>Agarwal, Anant Kumar</td>
<td>Adjunct Professor</td>
<td>Electrical &amp; Computer Engr.</td>
<td>Assoc</td>
<td>7/15</td>
</tr>
<tr>
<td>000009809</td>
<td>Alexander, Samuel T.</td>
<td>Assoc Professor</td>
<td>Electrical &amp; Computer Engr.</td>
<td>Full</td>
<td>5/2</td>
</tr>
<tr>
<td>00002918</td>
<td>Alexander, Winser E.</td>
<td>Professor</td>
<td>Electrical &amp; Computer Engr.</td>
<td>Full</td>
<td></td>
</tr>
</tbody>
</table>
Graduate Faculty

- SIS_GRADUATE_FAC_PGMS_BY_ID

- View a list of programs assigned to a member of the Graduate Faculty
<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank</th>
<th>GFAC Status</th>
<th>GFAC Date</th>
<th>Tenure Home</th>
<th>Acad Prog</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hodge, George Lawrence</td>
<td>Assoc Professor</td>
<td>Full</td>
<td>9/24/1999</td>
<td>Textile Engineering, Chemistry</td>
<td>FPS</td>
<td>Fiber &amp; Polymer Science</td>
</tr>
<tr>
<td>Hodge, George Lawrence</td>
<td>Assoc Professor</td>
<td>Full</td>
<td>9/24/1999</td>
<td>Textile Engineering, Chemistry</td>
<td>IMS</td>
<td>Integrated Mfg Sys Engineering</td>
</tr>
<tr>
<td>Hodge, George Lawrence</td>
<td>Assoc Professor</td>
<td>Full</td>
<td>9/24/1999</td>
<td>Textile Engineering, Chemistry</td>
<td>TE</td>
<td>Textile Engineering</td>
</tr>
<tr>
<td>Hodge, George Lawrence</td>
<td>Assoc Professor</td>
<td>Full</td>
<td>9/24/1999</td>
<td>Textile Engineering, Chemistry</td>
<td>TEX</td>
<td>Textiles</td>
</tr>
<tr>
<td>Hodge, George Lawrence</td>
<td>Assoc Professor</td>
<td>Full</td>
<td>9/24/1999</td>
<td>Textile Engineering, Chemistry</td>
<td>TMT</td>
<td>Textiles</td>
</tr>
<tr>
<td>Hodge, George Lawrence</td>
<td>Assoc Professor</td>
<td>Full</td>
<td>9/24/1999</td>
<td>Textile Engineering, Chemistry</td>
<td>TTM</td>
<td>Textile Technology Management</td>
</tr>
</tbody>
</table>
Academic Policy Update

Dan Willits
Kelcia Hubbard
Parental Leave

• REG 02.15.08: Parental Leave for Graduate Students

• Six-week leave from academic duties and responsibilities

• Applies to all students, not just assistantship students
Parental Leave

• Apply 10 wks prior

• Two forms (see handouts)
  – Application is two page form – both pages req’d
  – Medical-care provider certification is one page
Academic Load

• Full-time/half-time rules are the same as before (see handouts); except
  – course number does not matter
  – prelim does not matter

• GSSP will use full-time as registration requirement
**Academic Load**

- **Full Time** -- at least 9 hrs per sem until a load between 3 and 8 hrs will reach the min hrs req’d. Full time for that sem will be that load. Full time thereafter will be a min of 3 hrs per sem.

- **Half Time** When full time is defined to be greater than 3 hrs (i.e., 4-9), half time will be 3 hrs. When full time is defined to be 3 hrs, half time will be 1 hr.
**Academic Load**

- Example – MR in 30 hr program

<table>
<thead>
<tr>
<th>Semester</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Registration</td>
<td>12</td>
<td>12</td>
<td>6</td>
<td>&gt;=3</td>
</tr>
<tr>
<td>Cumulative Total</td>
<td>12</td>
<td>24</td>
<td>30</td>
<td>33</td>
</tr>
</tbody>
</table>
Assistantship Academic Load

- No longer limited to 9 hrs/semester
- Program and advisor can tailor the load to academic and funding source expectations
Office of International Services

Kelia Hubbard
Assistant Director
Kelia_Hubbard@ncsu.edu
515-2961
Health Insurance

• Only students who are considered full-time are eligible for the Pearce and Pearce student plan.
  – Students who are not considered full-time must purchase a different plan that meets the minimum requirements: https://www.studentinsurance.com/PearceSite/Enroll/intro.asp

• International students are eligible to apply for a waiver from purchasing the Pearce and Pearce health insurance as long as the insurance meets the minimum requirements.
  – OIS is not involved in the waiver process, students must contact Pearce and Pearce directly:
    • https://www.studentinsurance.com/PearceSite/Enroll/intro.asp
Reduced Course Load (RCL)

- Students who request a RCL which would make them ineligible for the Pearce and Pearce insurance, must show proof of other credible insurance through the duration of that final semester of enrollment.

- RCLs will not be approved for students who do not meet the student health insurance requirement, without proof of other on-going and credible insurance coverage.

- RCL Reasons
  - Initial Difficulty with English Language – first semester only
  - Initial Difficulty with Reading Requirements – first semester only
  - Improper Course Level Placement
  - Final Semester
    - Must be approved by the DGP and graduate school
    - For thesis/dissertation students the defense must be scheduled to occur before October 15th (the last date to drop or withdraw from a course)

http://www.ncsu.edu/ois/current/exceptions.php
What is the Final Semester for International Students?

• For the purpose of determining the program end date on the I-20 or DS-2019, final semester (completion date) is defined as the last semester of required enrollment.

• For thesis/dissertation students who will defend in the intersession period the final semester of enrollment will be the last semester of enrollment not the defense date.
  
  • For example a student who defends on August 10th, will have the last semester as August 3, 2012.

• The final semester is also the last date of employment eligibility on campus, unless the student has been approved for OPT and has a job related to their field of study.

http://www.ncsu.edu/ois/current/completion.php
New International Student Dates

• All new international students are required to check in with OIS, students must schedule a check in appointment using ois.ncsu.edu

• The Information Fair will be on Thursday August 9th from 12 p.m. – 3 p.m.

• The mandatory new international student orientation will be on Friday August 10th from 8 a.m. – 5 p.m.

• The Social Security Administration will be on campus, on Wednesday August 29th. Students must obtain an appointment by using ois.ncsu.edu.

http://www.ncsu.edu/ois/orientation/oevents.php
Existing Academic Program Planning Process / Graduate Course Instructor of Record

George Hodge
New Program Approvals

• NCSU Strategic Review (prior to complete proposal)
• 1 page concept paper and Appendix A - Request for Authorization to Plan
• Considered twice a year by the Council of Deans
New Program Approvals

- November, Council of Deans (proposal due to Provost’s Office by Oct. 1)
- April, Council of Deans (proposal due to Provost’s Office by March 1)
New Program Approvals

- Once approved, proposal (Appendix A) follows normal approval process at NCSU
- New Approval Process at UNC-GA
## Process for Planning and Establishment of New Masters Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program  
Appendix C – Request for Authorization to Establish a New Degree Program

### Appendix A Review

<table>
<thead>
<tr>
<th>Review Event</th>
<th>Action</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A submitted to GA</td>
<td>GA acknowledges receipt within 48 hrs.</td>
<td>Within four weeks</td>
</tr>
<tr>
<td></td>
<td>GA responds with approval to move forward with request or GA responds with questions; campus replies within four weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GA approves and invites submission of Appendix C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus submits Appendix C within four months</td>
<td></td>
</tr>
</tbody>
</table>

### Appendix C Review

<table>
<thead>
<tr>
<th>Review Event</th>
<th>Action</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix C submitted to GA</td>
<td>GA acknowledges receipt within 48 hrs.</td>
<td>Within four weeks</td>
</tr>
<tr>
<td></td>
<td>GA responds that proposal is complete or GA requests information; campus replies within four weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed Appendix C is forwarded to the UNC Graduate Council for a four-week review period. Graduate Deans submit their campus comments to GA for information and consideration</td>
<td>Within two weeks</td>
</tr>
<tr>
<td></td>
<td>GA reviews comments received</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GA is prepared to make recommendation to EPPP Committee or Campus notified of any remaining issues; campus replies within four weeks</td>
<td></td>
</tr>
</tbody>
</table>

### BOG Action

<table>
<thead>
<tr>
<th>Action Event</th>
<th>Action</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon GA recommendation degree program brought to next EPPP Committee meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upon EPPP Committee approval degree program brought to next BOG meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOG acts on EPPP Committee recommendation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additionally, the BOG makes recommendations for the approval of the new degree program.
New Program Approvals

• Once approved (Appendix A) at UNC-GA, must submit Appendix C (Request for Authorization to Establish) within 4 months
New Program Approvals

• Masters: Appendix C sent to UNC Graduate Council for comments (4 – week)
• Doctoral: Appendix C sent to External Reviewers for comments (10 – week)
New Program Approvals

- **1st** Master of Supply Chain Engineering and Management
- **2nd** Master of Nanoengineering
- **3rd** PhD in Public History
Course Instructor

- Admin Handbook 3.19 Graduate Courses
  - A. Credentials Required for Teaching Graduate Courses
  - I. Syllabus Requirement for Graduate Courses
Course Instructor

- Includes Special Topics Courses
- Active HR record for the semester
- Sections with Instructors not approved, including BLANK, and STAFF, will be cancelled
Updates to Course and Program Approval Process

Questions/Discussion
CGS Grant – Completion & Attrition of AGEP and Non-AGEP Universities

Alison Wynn
CGS Doctoral Initiative on Minority Attrition and Completion (DIMAC) Grant

• Grant from Council of Graduate Schools to study the attrition and completion rates of under-represented students of AGEP and non-AGEP Institutions

• Thanks for Your Help with the Policies portion of study!!
CGS Doctoral Initiative on Minority Attrition and Completion (DIMAC) Grant

• Survey of all Doctoral Students – will begin late September or early October, and will continue through October – need YOUR help by encouraging students to participate in online survey!!!
Safety Orientation for Graduate Students

Ken Kretchman
Objective

• Assure all Incoming Graduate Students Obtain Proper and Timely Safety Orientation
Assistance Needed

• DGP - Assure Robust Department Process is in Place and Sustainable (SOP)
  • Emergency Procedures Conveyed to All
  • Manager Checklist reviewed by Employee and PI for those conducting research or field work
Template and Process Description

• Available at

• http://www.ncsu.edu/ehs/training/graduate_student_safety_training.pdf
Measuring Success

- EHS Receives Quarterly Feed of New Graduate Students
- Checks to see if either Emergency Procedure or Mgr Checklist is Received (but can’t tell which of these should have been received)
- DGP help needed
<table>
<thead>
<tr>
<th>Graduate Student (Type)</th>
<th>Manager’s Safety Orientation Checklist</th>
<th>Emergency Procedures Only</th>
<th>Chemical Hygiene Plan</th>
<th>Hazard Communication</th>
<th>Safety Plan</th>
<th>Other</th>
<th>Minor Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Learning Student who does not come to campus</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Distance Learning Student who comes to campus as needed</td>
<td>-</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student who attends classes on campus, no research</td>
<td>-</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student works in Research Lab without using Hazardous Materials or Equipment</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student works in Research Lab with Chemicals</td>
<td>x</td>
<td>-</td>
<td>x</td>
<td>-</td>
<td>x</td>
<td>x</td>
<td>-</td>
</tr>
<tr>
<td>Student works in Research Lab with hazardous equipment, but no chemicals, biological or radioactive agents</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>-</td>
</tr>
<tr>
<td>Student works in Research lab with chemicals, biological and/or radioactive agents</td>
<td>x</td>
<td>-</td>
<td>x</td>
<td>-</td>
<td>x</td>
<td>x</td>
<td>-</td>
</tr>
<tr>
<td>Student performs field work/research where chemicals are used</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student does field work/research without chemicals</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>maybe</td>
</tr>
<tr>
<td>Student works with animals</td>
<td>x</td>
<td>-</td>
<td>maybe</td>
<td>-</td>
<td>maybe</td>
<td>maybe</td>
<td>-</td>
</tr>
<tr>
<td>Student is a Minor, in addition to other applicable items listed above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

* The Managers Safety Orientation Checklist reviews new employee’s training requirements, protective equipment needs, lab vs non-lab chemical training, emergency procedures, and documents the training. This checklist needs to be completed with the PI who will supervise the individual.
Conclusion & General Q/A

Rebeca Rufty
Door Prizes

A special thanks to Starbucks Coffee at Cameron Village; Fresh Market; Bruegger’s; North Carolina Symphony; Harris Teeter Cameron Village; and the following NCSU Units for their support:

- Bookstore
- Communication Services
- Athletic Department
- First Year College
- University Dining
- Arts NC State