<table>
<thead>
<tr>
<th>Topic / Activity</th>
<th>Presentation Leaders</th>
<th>Time Allowance Minutes</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>* NEW DGP/REFRESHER SESSION *</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>I. Introduction &amp; Opening Remarks</td>
<td>Larick</td>
<td>10</td>
<td>9:00 AM</td>
<td>9:10 AM</td>
</tr>
<tr>
<td>II. Enrollment Planning</td>
<td>Larick</td>
<td>10</td>
<td>9:10 AM</td>
<td>9:20 AM</td>
</tr>
<tr>
<td>III. International Admissions Process</td>
<td>Gentile</td>
<td>10</td>
<td>9:20 AM</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>IV. Residency for Tuition Purposes</td>
<td>Cowan</td>
<td>10</td>
<td>9:30 AM</td>
<td>9:40 AM</td>
</tr>
<tr>
<td>V. Graduate Student Support Plan</td>
<td>Larick</td>
<td>10</td>
<td>9:40 AM</td>
<td>9:50 AM</td>
</tr>
<tr>
<td>VI. Graduate Appointments</td>
<td>Freeman</td>
<td>5</td>
<td>9:50 AM</td>
<td>9:55 AM</td>
</tr>
<tr>
<td>VIII. Program Evaluation</td>
<td>Carter</td>
<td>10</td>
<td>10:10 AM</td>
<td>10:20 AM</td>
</tr>
<tr>
<td>IX. Refreshment break</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>X. Recruiting Opportunities</td>
<td>Locklear</td>
<td>10</td>
<td>10:20 AM</td>
<td>10:45 AM</td>
</tr>
<tr>
<td>XI. Web Access to Online Reporting</td>
<td>Perez/Edelman</td>
<td>15</td>
<td>10:45 AM</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>XII. FAQ/Live Chat/Facebook</td>
<td>White</td>
<td>10</td>
<td>11:00 AM</td>
<td>11:10 AM</td>
</tr>
<tr>
<td>XIII. Graduation and ETDs</td>
<td>Cutchins</td>
<td>15</td>
<td>11:10 AM</td>
<td>11:25 AM</td>
</tr>
<tr>
<td>XIV. Door Prizes</td>
<td>Perez/White</td>
<td>5</td>
<td>11:25 AM</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>XV. Lunch (provided on-site, room 2C)</td>
<td></td>
<td>60</td>
<td>11:30 AM</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>* SESSION FOR ALL PARTICIPANTS *</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XVI. SIS Recent Enhancements</td>
<td>Gentile / Lynch / Johnson</td>
<td>45</td>
<td>12:30 PM</td>
<td>1:15 PM</td>
</tr>
<tr>
<td>XVII. SIS Plan of Work Tools – Templates</td>
<td>Gentile</td>
<td>10</td>
<td>1:15 PM</td>
<td>1:25 PM</td>
</tr>
<tr>
<td>XIX. SIS Training Opportunities, Documentation and Query Tips &amp; Tricks</td>
<td>Freeman/Edelman</td>
<td>15</td>
<td>1:25 PM</td>
<td>1:40 PM</td>
</tr>
<tr>
<td>XX. SIS Q &amp; A</td>
<td></td>
<td>20</td>
<td>1:40 PM</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>XXI.</td>
<td>New Transcript Processing Procedure</td>
<td>Irons</td>
<td>10</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>XXII.</td>
<td>Annual Progress Reports - Graduate Student Online Academic Reporting</td>
<td>Carter/Edelman</td>
<td>15</td>
<td>2:10 PM</td>
</tr>
<tr>
<td>XXIII.</td>
<td>Refreshment Break</td>
<td></td>
<td>15</td>
<td>2:25 PM</td>
</tr>
<tr>
<td>XXIV.</td>
<td>New Policies &amp; Regulations / New Admissions Matrix</td>
<td>Willits</td>
<td>15</td>
<td>2:40 PM</td>
</tr>
<tr>
<td>XXV.</td>
<td>ETS Personal Potential Index</td>
<td>Willits</td>
<td>10</td>
<td>2:55 PM</td>
</tr>
<tr>
<td>XXVI.</td>
<td>Preparing Future Leaders (PFL)-Including “survival skills” in January</td>
<td>Rufty/Bostrom</td>
<td>10</td>
<td>3:05 PM</td>
</tr>
<tr>
<td>XXVII.</td>
<td>Academic Planning New Procedures</td>
<td>Hodge</td>
<td>10</td>
<td>3:15 PM</td>
</tr>
<tr>
<td>XXVIII.</td>
<td>Office of International Services Updates</td>
<td>Bustle</td>
<td>15</td>
<td>3:25 PM</td>
</tr>
<tr>
<td>XXIX.</td>
<td>Technology Update</td>
<td>White/Edelman</td>
<td>10</td>
<td>3:40 PM</td>
</tr>
<tr>
<td></td>
<td>Web Page Development Service for Graduate Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XXX.</td>
<td>Conclusion &amp; General Q&amp;A</td>
<td>Larick</td>
<td>15</td>
<td>3:50 PM</td>
</tr>
<tr>
<td>XXXI.</td>
<td>Door Prizes</td>
<td>Perez/White</td>
<td>5</td>
<td>4:05 PM</td>
</tr>
</tbody>
</table>
I. Introduction & Opening Remarks

Duane Larick
II. Enrollment Planning

Duane Larick
Goals of Enrollment Planning

To examine enrollment targets submitted for the 2010-11 year

To create enrollment targets for the 2011-2012 and 2012-2013 biennium that aim to achieve aggressive enrollment growth that is both sustainable and realistic

Targets used to calculate state appropriation, set admissions targets, make preliminary resource allocations, plan course sections and housing, and make other decisions
Motivation - When we grow, we receive a larger appropriation based on the State funding formula
Establishing Current Headcount

- Total headcount is most important variable for funding formula purposes.
- For the purposes of enrollment planning, student headcount is defined as total number of students registered.
- On-campus (OC) students are enrolled in on-campus program; distance education (DE) students are enrolled in off-campus programs.
- This headcount includes only students enrolled in degree-programs; excludes non-degree-seeking students (Lifelong Education and Flexible Access); includes graduate certificate programs.
Tracking Unregistered Students
Timeline

Sept 2009  NC State may have an opportunity to submit revisions to the 2010-11 targets

Summer (?) 2010  Legislature revises 2010-11 budget

Summer 2011  NC State establishes 2011-2012 and 2012-2013 enrollment targets
Campus Process – Step 1

Establish preliminary enrollment targets:
- DGP and directors of DE programs submitted enrollment targets to Department Head.
- Department Heads submitted targets to Associate Dean(s).
- Associate Deans send preliminary targets to Enrollment Planning Committee.
- Classes begin/Census Day.
- Enrollment Planning Committee reviews targets and gives feedback to Deans.
Campus Process – Step 2

Finalize enrollment targets based upon actual enrollment:
Classes Begin\Census enrollment published
Program directors, Heads, and Associate Deans revise targets for 2010-2011 based on fall (2009) actual enrollment
Associate deans send revisions to Enrollment Planning Committee
Executive Officers review proposed targets
Revised enrollment plan for 2010-2011 submitted to GA
Campus Process – Step 3

Establish preliminary enrollment targets for next (2011-12 and 2012-2013) biennium:
The process starts all over again in the Summer of 2010 (before Fall 2010 Census enrollment available)
Rules

• Count spring admits as continuing students in the following fall
• Count students who moved from MR to DR as new students (count both those who complete and change degree objective and those who change w/o completing)
• Include students studying abroad if they are registered at NC State; exclude them if not
III. International Admissions Process

Lindsay Gentile
Phone: 513-0571
Fax: 513-0570
Campus Box: 7102
Lindsay_Gentile@ncsu.edu
International Applications

• 7,101 for Fall 2009

• This number was up 19% from Fall 2008

• International applications accounted for 60% of all Graduate applications received for Fall 2009!!
## Four Categories for International Applicants:

<table>
<thead>
<tr>
<th><strong>International Applicant Type</strong></th>
<th><strong>Office responsible for clearance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas</td>
<td>Graduate School</td>
</tr>
<tr>
<td>In the U.S. on an F or J visa</td>
<td>OIS</td>
</tr>
<tr>
<td>In the U.S. on any other visa (Other Non-Immigrant Visa’s)</td>
<td>Graduate School</td>
</tr>
<tr>
<td>U.S. Permanent Residents</td>
<td>Graduate School</td>
</tr>
</tbody>
</table>
How Can I Track the International Admissions Status of My Applicants?

- Open the applicant profile in ApplyYourself and click on the ‘Quick View’ link, located under their name and ID number.
- Click on the ‘International Admission Status Information’ link, at the top.
- This will open the International Admissions Status Inquiry page, which is also accessible by applicants.
Reminders

• **Early submission of academic recommendations** will ensure that the applicant has enough time to complete their international requirements.

• **In most cases, a half-time assistantship award** will cover the international financial requirement. A **copy of the award letter** should be sent to Lindsay’s attention as early as possible.

• **Spring 2010 international financial requirement:** $32,615

**CFR Calculator** - located in Faculty/Staff section of homepage
News & Updates

• Admissions Document Expediting Service
  http://www.ncstate-admissions-expediting.com/

• Admissions Processing:
  – Applicants with other non-immigrant visa types to be cleared in the Graduate School.
  – DS-2019 for new J-1 students to be issued in the Graduate School.
  – Oct. ‘09 – Begin accepting scanned bank statements and CFR’s in place of originals.
IV. Residency for Tuition Purposes

Tara Cowan
NC RESIDENCY FOR TUITION PURPOSES

General Requirements:
• Ability
• Intent
• Length of time in the state
WHAT’S NORMAL?

- Student moves to NC in August
- Does several residentiary acts immediately after arrival
- In June the following year, applies for and receives the resident tuition rate
If there were a rule for residentiary acts, it would be:

“Do as many as you can, as fast as you can.”
LEGISLATED EXCEPTIONS

- Marriage
- NC public schoolteachers
- UNC-System employees
- Active-duty military
Do not tell students they are ineligible for the resident rate; they may qualify for a legislated exception.
ONLINE TUITION RECLASSIFICATION PROCESS
STUDENTS CAN:

• Save incomplete applications

• Print their submitted or saved applications

• Check their status online

• Copy applications and update them for re-submission
Residency Application Instructions

To submit an application:
1. Select the "Starting Form" menu item in the Apply For Residency menu.
2. Complete all required forms and fields and submit application.
3. Submit any additional documents as supporting evidence. The required supporting documentation list will be provided after you have fully completed and submitted your application.

<table>
<thead>
<tr>
<th>View Form</th>
<th>Copy As New</th>
<th>Create Date</th>
<th>Modified Date</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>08/01/2008</td>
<td>08/01/2008</td>
<td>DENIED</td>
</tr>
</tbody>
</table>
**Residency Application Instructions**

To submit an application:
1. Select the "Starting Form" menu item in the Apply For Residency menu.
2. Complete all required forms and fields and submit application.
3. Submit any additional documents as supporting evidence. The required supporting documentation list will be provided after you have fully completed and submitted your application.

<table>
<thead>
<tr>
<th></th>
<th>View Form</th>
<th>Copy As New</th>
<th>Create Date</th>
<th>Modified Date</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>06/01/2006</td>
<td>06/01/2008</td>
<td>DENIED</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>06/01/2006</td>
<td>06/01/2008</td>
<td>SAVED</td>
</tr>
</tbody>
</table>
The same form is used for all students, regardless of whether or not they are using an exception.

The form routes students to the appropriate pages for their circumstances.
Do you intend to use your spouse's time in the state as your own to meet the requirements of North Carolina residency for tuition purposes? 

- Yes  
- No

Please indicate the term and year for which you want this decision to apply. Note: you must submit the complete Residency and Tuition Status Application and supporting documentation within the application period for the term you select.

Term: FALL  
Year: 2008

What is your academic department? 

Computer Science

* Do you wish to apply for special tuition consideration based on any of the following?

- I am an active duty member of the armed services stationed in North Carolina, or I am the dependant of an active duty member of the armed services stationed in North Carolina (military authority affidavit required).

- I am a teacher or other employee in the North Carolina public school system and wish to take courses for professional certification or my professional development as a teacher (principal affidavit required).

- I am a full-time employee (not a TA or RA) in the University of North Carolina System, or I am the spouse or dependant child of a full-time employee of the University of North Carolina System (proof of employment required).

- None of the above circumstances apply to me.

* When and from what state or foreign country did you move your home to North Carolina?
**Address Information**

Last previous home street address in NC was:

- **Street Address**: 183 Mountaineer Dr.
- **City**: Cary
- **Zip Code**: 27513
- **From (MM/DD/YYYY)**: 09/22/2007

Last previous home street address outside NC was:

- **Street Address**: 1221 Colorado Springs Avenue
- **City**: Pueblo
- **Zip Code**: 81009
- **From (MM/DD/YYYY)**: 05/01/2005

**State**
- **State**: NC

**County**
- **County**: Wake

**To (MM/DD/YYYY)**:
- **To**: 01/02/2008
- **To**: 09/21/2007
How’s it working?

• To date, 217 students have successfully submitted and received a decision

• Increased accuracy in individual applications

• Increased consistency among applications & supporting documentation

• Strong supplemental statements are allowing some borderline applications to be approved.
What’s left to be done?

• Some students have received error messages & been unable to complete the form

• Lack of back-end management is making the form less efficient than it should be

• Literature in FAQ and on the Graduate School’s website will be revised based on students’ questions and issues
V. Graduate Student Support Plan

Duane Larick
Purpose

• The Graduate Student Support Plan (GSSP) was established to be used as a highly competitive support package to attract top graduate students to NC State.
Who participates in the Plan

• Every graduate student who is on a qualifying graduate appointment processed through the university that pays an annualized stipend of $8,000 or more and who meets the minimum registration requirement will automatically participate in GSSP.
GSSP Requirements

• Students must be supported on a qualifying graduate teaching, research, or extension assistantship (Job Codes: A138, A148, A178, A428, A438, A448, A478) or graduate fellowship (B156, B158) with a minimum annualized stipend of $8,000.

• Students must meet the minimum registration requirement of 9 or 3 hours depending on:
  – their degree classification
  – any graduate degrees obtained prior to graduate admission at NC State
  – how long they have been enrolled in graduate school at NC State.
GSSP Benefits

• Students eligible for GSSP receive
  – Health insurance
  – Fall and Spring semester tuition for a limited number of semesters
    • Note that neither fees or summer tuition are covered.
### Graduate Student Support Plan (1)

**Membership Requirements At-A-Glance**

<table>
<thead>
<tr>
<th>Current Graduate Level</th>
<th>Number of Semesters from Initial Graduate Enrollment to Current Semester (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Masters (MR)</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Doctors (DR)</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Hours of Registration Required (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Masters (MR)</strong></td>
</tr>
<tr>
<td><strong>Doctors (DR)</strong></td>
</tr>
</tbody>
</table>

(1) For Graduate Students currently receiving a minimum stipend (from RA, EA, TA or Fellowship) of $8,000 annualized.

(2) Fall and Spring only. Initial enrollment refers to initial enrollment in Graduate School at N. C. State and includes those who go from a Master's degree to a Ph.D.

(3) Registration as of Official Census Date. These hours do not necessarily constitute full-time enrollment according to the definitions found in Section 3.15C of the Graduate School Administrative Handbook.
2009-10 Insurance Rate

• Effective 8/16/09 the annual insurance rate is $1,639.04 or $136.59 per month
Who Pays for GSSP

• The source of the student’s stipend determines who pays for the GSSP benefits.

• If a student has a qualifying graduate fellowship, all other appointments are ignored in determining who pays for the benefits.

• If there is no qualifying fellowship, the funding source of the assistantship(s) (Job Codes: A138, A148, A178, A428, A438, A448, A478) are used proportionately to determine who pays for the benefits.
# Who Pays for the Support Plan?

<table>
<thead>
<tr>
<th>Appointment Funding Source</th>
<th>Health Insurance</th>
<th>In-State Tuition</th>
<th>Tuition Remission</th>
<th>TR Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Academic Affairs, State Appropriated Ledger 2)</td>
<td>*Central resources managed by the Graduate School (limited by allocated slots)</td>
<td>Central resources managed by the Graduate School (limited by allocated slots)</td>
<td>Central resources managed by the Graduate School (limited by allocated slots)</td>
<td>Per agreement with college under either Method 1 or Method 2</td>
</tr>
<tr>
<td>(NC Agr. Research Service, State Appropriated Ledger 4)</td>
<td>Source of assistantship/fellowship or college or department</td>
<td>Central resources managed by the Graduate School (limited by allocated slots)</td>
<td>Central resources managed by the Graduate School (limited by allocated slots)</td>
<td></td>
</tr>
<tr>
<td>(All others)</td>
<td>Source of assistantship/fellowship or college or department</td>
<td>Source of assistantship/fellowship or college or department</td>
<td>Source of assistantship/fellowship or college or department</td>
<td>Will affect any TR match payments already submitted under Method 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effect of Salary Distribution Changes</th>
<th>Health Insurance</th>
<th>In-State Tuition</th>
<th>Tuition Remission</th>
<th>TR Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will affect the next monthly insurance premium. Note: Adjustments will not be made to insurance premiums for retroactive salary distributions changes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary distribution changes will NOT affect ISTA awards already submitted on a GA1 unless the amount of the Total ISTA award changes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will not affect TR charges since all sources are TR slot eligible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If premiums are charged to the stipend source but this is subsidized by the amount of budget transferred to each college for graduate health insurance.
Areas of Confusion

• GSSP Clock for tuition eligibility starts with the 1st semester of enrollment in graduate school at NC State (not when they switch programs) and it does not stop when a student is on a leave of absence. **However exceptions can be requested in cases of leave of absence.**

• Tuition is automatically prorated whenever a student’s support ends prior to the end of the semester. In cases where it is the student’s **last semester** and they are simply finishing early, an exception can be made but this must be requested through the normal exception process via email.
GSSP Exception Process

• The Director of Graduate Programs should send an e-mail request to their College Graduate Associate Dean explaining the reason for needing an exception.

• If approved by the College Associate Dean, the request should then be forwarded to Daniel Willits in the Graduate School for his approval.

• See handout for exception rules.
Contact Information

Megan Ballard
Phone: 515-4429
E-mail: megan_ballard@ncsu.edu
GSSP Web:
http://www.ncsu.edu/grad/support-plan
VI. Graduate Appointments

Janice Freeman
Manager of Graduate Appointments
# Types of Appointments

## Assistantship
- Research
- Teaching
- Extension
- Combination
- Services

- Service obligation
- Taxes withheld

## Fellowship
- Primary
- Supplemental

- NO service obligation
- Taxes NOT withheld

8/6/2009
Processing Graduate Appts

- MyPack Portal – HR System
- VPAF – Initiated in dept & approved at college level (exception ENGR)
- All students “exist” in the HR database
- Must be a graduate student in good standing and either registered for Fall semester or eligible to register
Processing Graduate Appts

• Biweekly pay schedule – 2 week lag
• Deadlines – payroll, insurance, auto-terms
• Active appointment required (other restrictions apply)
  – Payroll Deduction For Parking Permit
  – GSSP Eligibility
Documentation

Assistantships
• Signed Terms and Conditions document
• I-9 and e-Verify

Fellowships
• Award Letter

Both
• Personal Information Form
• W-4 and NC-4
• Direct Deposit Form
Graduate Administrative Handbook

- http://www.ncsu.edu/grad/handbook/index.htm
- Chapter 4.2 Graduate Assistantships, Fellowships, Traineeships, and Diversity Grants
  - Eligibility
  - Definitions
  - Links to Terms & Conditions
  - Course Load Restrictions
  - Taxation
  - Other info
General Info

- 20 hours per week assistantship + full time enrollment = FULL TIME
- Students exceeding either should have DGP, PI, or advisor approval
- > 30 hours per week assistantship needs Dean of Graduate School approval
- 30 hours per week loses FICA exemption
- Comp Rate – $7.25 - $28.85 per hour
- > $28.85 needs Dean of Graduate School approval

Dan Willits
Duties and Responsibilities

- Assistant Dean of Academic Affairs
  - Rules Interpretation and Academic Exceptions
  - Patent Agreement Issues
  - GSSP Exceptions
  - Exceptions for Excess Stipend Levels
Administrative Handbook

- [http://www.ncsu.edu/grad](http://www.ncsu.edu/grad)
  - [http://www.ncsu.edu/grad/faculty-and-staff](http://www.ncsu.edu/grad/faculty-and-staff)
  - [http://www.ncsu.edu/grad/handbook](http://www.ncsu.edu/grad/handbook)
Forms

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

• Schedule of Required Documents
  http://www.ncsu.edu/grad/handbook/sections/3.2.5-required-documents.html

• Academic Calendar for Graduate Students
  http://www.ncsu.edu/grad/faculty-and-staff/academic-calendar.html
Administrative Handbook Search

- Academic Standing
- Transfer of Credits

http://www.ncsu.edu/grad/handbook/search.html
Frequent Questions

- **Academic Standing**
  [http://www.ncsu.edu/grad/handbook/sections/3.20-academic-difficulty.html](http://www.ncsu.edu/grad/handbook/sections/3.20-academic-difficulty.html)

- **Transfer of Credits**
  [http://www.ncsu.edu/grad/handbook/sections/3.1-minimum-degree-requirements.html](http://www.ncsu.edu/grad/handbook/sections/3.1-minimum-degree-requirements.html)
VIII. Program Evaluation

Mike Carter
IX. Refreshment Break

15 minutes
X. Recruiting Opportunities

Brett A. Locklear
Director, Graduate Recruiting
Summary of Activities

• Publicize the quality of our graduate programs
  • Attend recruiting fairs
  • Speak at other institutions and at conferences

• Increase diversity
  • Participate in consortia
  • Organize university-wide visitation programs
  • Implement undergraduate and graduate student research experiences

• Increase departmental recruiting resources
  • Provide recruiting grants to departments
  • Award supplemental and full fellowships to students

• Internationalize graduate student population
  • Seek partnerships and implement university-level agreements
Recruiting Fairs and Talks

• 30+ Recruiting Fairs Attended Annually
  – National and regional conferences and HBCU’s
  – Recruiting materials available to ALL!
• OPT-ED Alliance Day - Sponsored by AGEP
  – 2008 data:
    • 1005 participants from 10 states
    • 25 middle schools, 81 high schools, 3 community colleges, and 34 universities
    • 4000 participants since 2001
  – 2009 OPT-ED Alliance Day – October 2!
• Presentations
  – Diversity-focused conferences
  – North Carolina HBCU’s
Visitation Programs

Visit NC State Day – September 29-30, 2009
- Fall visitation for interested undergrads and applicants
  - Funded by AGEP and the Graduate School
  - Focus on diversity in all fields
  - Over 600 students since 2000
  - Due to budget constraints, the maximum number for 2009 is 30
- **DGP’s encouraged to recruit students to participate!**
  - it is a great way for DGP’s to leverage other funds to recruit excellent under-represented students
  - Contact Alison Al-Baati at alison_albaati@ncsu.edu

• Other Student Group Visits
  - Spring Visitation Program (Tuskegee University and Atlanta Area Schools
    - Collaboration with Duke and UNC-CH
    - 100 students since 2005
  - Cultivating High Achieving Motivated Professional and Scholars (CHAMPS) UNCF Partnership– November 2009
Research Programs

• **AGEP Undergraduate Research Experience**
  – Academic-year research for NC State UGs
  – Summer research experience
    • 200+ students from Hawaii to Puerto Rico since 2000
    • Collaboration with 20 REUs on campus
    • Creation of brochure including information on all REUs
  – Encourage your top recruits to apply for REUs or SREs!

• **AGEP Ladders Programs**
  – Mix of research and coursework for recent recipients of Bachelors, First Year Masters from non-Research 1s and Students between Masters and PhD’s
  – Supplemental Fellowships to previous NC State AGEP students. Awarded 2 RA’s in cooperation with Depts.
  – 50+ participants since 2005 Summer and academic year
Research Programs

• IMSD Graduate and Undergraduate Research Experience
  – Focuses on areas of Biomedical and Behavioral sciences
  – Key components: research training, professional development, and mentorship

• Benefits of the program
  – Provides Research Assistantships to Graduate Students and salary to Undergraduate Students
  – Provides research training during the academic-year and during the summer for NC State Undergraduates
  – Provides resources for research conferences

• Students
  – Currently have 30 students (i.e., 5 Graduate Students, 25 Undergraduates)
  – Areas of interest range from biochemistry, genetics, biomedical engineering, and psychology

For more information, visit www.ncsu.edu/grad/imsd
New Recruiting Fellowships

• **Provost’s Fellowships**
  – $4,000 each/1 year – 2/Ph.D. program
    • For 2009-10: 37 programs, 119 offers, 67 accepted
    • Call for 2010-11 nominations forthcoming

• **University Graduate Research Fellowships**
  – **Ledger 5 RA** top-up fellowships
  – $5000 each/1 year – 1/Ph.D. program
    • For 2009-10: 25 offers, 16 accepted
    • Recurring funds
    • Call for 2010-11 nominations forthcoming
Graduate School Administered Fellowships

- **Endowed Fellowships**
  - Ranging from $2,000 to $21,500
  - Nominations by departments and colleges
    - [http://www.ncsu.edu/grad/financial-support/opportunities.html](http://www.ncsu.edu/grad/financial-support/opportunities.html)

- **Federal Fellowships – GAANN**
  - Electronic materials, biotechnology, computational science
    - Call for nominations as funds become available

- **Graduate School Supplemental Recruiting Fellowships (for diversity)**
  - 38 awarded for 2009-10
  - Average of over $2200 (State funds)
Recruiting Proposals

• **Graduate School Recruiting Grants**
  – Available to departments/programs to support graduate student recruiting initiatives
  – Up to $2,000 with no 1:1 matching requirement
    • $56,000 expended in 2008-09 to support 32 proposals
    • $31,000 available this year
  – Call for proposals October 2, 2009
  – Initiatives designed to increase diversity will receive special consideration
  – proposals should include an assessment of the effectiveness of past recruiting activities funded under this program
International Recruitment

• Royal Thai Scholars – Fully Funded
  – Interviews with scholars
    • 4 Scholars likely to enroll in 2009-10
    • 24 Scholars applied; 12 admitted
  – OCSC International Education Expo
    • 30,000+ Attendees

• Agreements with Institutions
  – 3+X Program – Zhejiang University
    • Complete final semester of undergraduate program at NC State – and enter professional masters program
    • 50+ students this Fall – Food Science, Functional Genomics, Economics, Nutrition, Bioinformatics, Engineering, Textiles, Education

• Other Agreements
  – China, South Korea, Chile, Taiwan, France ………
Contact

Brett A. Locklear
Brett_Locklear@ncsu.edu
513-1981

Web Sites:
www.ncsu.edu/grad/faculty-and-staff/recruiting-resources
www.ncsu.edu/grad/funding/fellows
XI. Web Access to Online Reporting

Joe Perez
David Edelman
Web Access to Online Reporting

- Ten-Year Profile Report
- Program & college level data available

8/6/2009
Web Access to Online Reporting

• Business Objects Reports:
  – Fall Graduate Admissions Management Report (SIS)
  – Fall Graduate Enrollment Management Report

• Documentation
XII. FAQ/Live Chat & Facebook

Darren White
FAQ turns two years old!!!

- 317,400 hits to our FAQ in 2 years.
- 1,802 web questions submitted in 2 years.

8/6/2009
Benefits of FAQ / Live Chat

• Instant answers
• Spend less time answering questions over the phone
• Spend less time answering emails
• Empowers students
• Our FAQ links to other groups on campus who use the same system/database
Suggestions to walk away with...

• Add our FAQ link (http://ncstategraduateschool.custhelp.com) to your homepage
• Encourage students to search the FAQ database for answers
• If answer not found in FAQ database or student has a specific question – have them use the “Ask Us a Question” tab
• Send us (Dare Cook) common Q&A so we can add it to the database
Facebook

NC State University Graduate School is on Facebook
Sign up for Facebook to connect with NC State University Graduate School.

NC State University Graduate School

2009 New Graduate Student Orientation
Official registration for this event was sent out by email only!!!
The morning session will cover general information for all new graduate students. In the afternoon we will have separate breakout sessions on research, laboratory safety, and ...
Host: NC State University Graduate School
Time: 9:00AM Tuesday, August 18th
Location: McGinnon Center
July 1 at 10:25am · RSVP to this event

NC State University Graduate School
Looking for a place to live for Fall 2009? International Scholar-in-Residence position for Doctoral Students/Post-Docs. Alexander Global Village seeks senior doctoral student or post doctoral student with significant international experience to serve as the International Scholar-in-Residence by residing in an apartment within Alexander Global Village. To learn more contact Yulisa Lin, yulisa_lin@ncsu.edu
July 1 at 7:36am

Information
Location:
1005 Capability Drive
Raleigh, NC, 27695
Phone:
(919) 515-2394
Facebook

- Graduate School Facebook page currently has 312 fans
- Number of fans will go up considerably after New Graduate Student Orientation
- Facebook is a great way to advertise campus events/updates/deadlines and promote discussions among graduate students
XIII. Graduation and ETDs

Erica Cutchins
GRADUATION
Application to Graduate (A2G)

- Students submit the A2G during the open windows for the respective graduation period.
- Students must apply for both the major and minor.
- The college liaison will verify the minor with the program stack.
A2G

• Departments review the A2G daily/weekly to process and approve/deny. Do this all semester long before the semester deadline.

• Departments should make sure there is a A2G for every student that is on the path to graduate for that semester.
  – A best practice would be checking for the A2G when Option Bs and Exam reports are submitted and keeping a list of your graduating students.

• College Liaisons will get department approved A2G and will process for graduation clearance as usual.
Student Name on A2G

• The student’s name that shows on the Application to Graduate is what will print on the diploma, transcript, and graduation program.

• Students must update their name with Registration and Records prior to the A2G deadline for the semester.
Diploma Address

• Doctoral diplomas are distributed the same @ RBC.
• All Master diplomas will be distributed after the graduation events.
• Students are given a week window to pick-up their diploma from R&R.
• Any diplomas not picked up will be mailed to the Diploma Address in MyPack Portal.
• Students need to update their Diploma Address prior to the A2G deadline.
Privacy Block

• Students who have a privacy block can choose to lift part of the block for graduation items such as:
  – Graduation Program
  – Deans List
  – Enrollment/Degree Verification.

• Otherwise students with a full privacy block will not have their name show in the graduation program.
Graduation Attendance Letters (GALs)

• Currently each doctoral student submits a paper GAL to notify me whether they will walk at the RBC Center, their name pronunciation, and who the sponsor will be.

• This paper process is being replaced with an electronic process that will “file” name pronunciations directly from the students' lips for the dean to practice.
ELECTRONIC
THESIS
&
DISSERTATION
(ETD)
Online ETD Tools

• ETD Website ~ etd.ncsu.edu
• Online ETD Workshop Videos (by topic)
• ETD Templates
• ETD Guide
• ETD FAQs for most common issues
• Doctoral Required Forms
• And much more!
ETD Training

• View the online ETD Workshop Videos
• Schedule a group training
• Can meet one-on-one
• I will work with you to help clarify and make the process easier for you and your students.
New ETD Submission System

• We have been using the initial ETD system since 1997 with no upgrades.
• In Fall 2009 a completely new system will roll out for all Spring 2010 grads.
• Fall 2009 grads will complete the process in the current system.
• Info is pulled from SIS and the process is streamlined for the students.
Student ETD Status?

- Can check the unofficial transcript for thesis review date and final accepted dates.
For doing such a fantastic job!
XIV. Door Prizes

A special thanks to the NCSU Bookstore; NCSU Alumni Association; Harris Teeter Cameron Village; NCSU Athletic Department; NCSU First Year College; Starbucks Coffee Company Cameron Village; Pack Backers; Baskets ‘N’ Such; FedEx Kinkos for their support.
XV. Lunch

Room 2C
XVI. SIS Recent Enhancements

Lindsay Gentile
Lian Lynch
Michelle Johnson
XVII. SIS Plan of Work Tools - Templates

Lindsay Gentile
Template FAQ’s

Why do I need a plan of work template?
• *Templates allow you to provide your students with their course requirements; such as required core courses, concentration areas, electives, etc.*

Can I restrict particular courses?
• *Yes, you are able to allow only X hours of a particular course or subject area; or even disallow it, altogether.*

Are we able to create a non-thesis and thesis template.
• *Yes, you can create multiple templates within your program and/or plan.*
Student View:
No Requirements Added to Template

- No link to degree requirements
- No guidance provided
- Blank canvas!
Student View: Requirements Added

- Choice between thesis or non-thesis template
- URL help link provided
- Degree requirements specified

### Requirements

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirement/Course Description</th>
<th>Subject</th>
<th>Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>EE Course 1 (req)</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>EE course 2 (req)</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>EE course 3 (req)</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>EE course 4 (req)</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>EE 700 Level course</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>EE or CPE 700 level</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>EE or CPE Grad course</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Mandatory Orientation Seminar</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>GRAD level elective</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>GRAD level elective</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>GRAD level elective</td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>

Add Row
Template Training

Training Manual-Instructions:

❖ Pages 24-39 for template creation

Template Workshop: Thurs., September 17 at 9:00 am
Registration: http://www.ncsu.edu/grad/about-grad/training.html

8/6/2009
XIX. SIS Training Opportunities, Documentation and Query Tips & Tricks

Janice Freeman
David Edelman
### SIS Training & Operations Manual

**Graduate Career**

*NC State University: Version 7, July 27, 2009*
SIS Queries

Run in Reporting Database - Info is 24 hours old

Query Viewer allows quick run of queries
Query Manager allows editing and creation of new queries

SIS Manual Appendix – Complete list
SIS Queries

- Student Information Systems
  - Admin Services
  - Campus Community
  - Student Recruiting
  - Student Admissions
  - Records and Enrollment
  - Curriculum Management
  - Set Up SACR

- Monitoring Tools & Reports
  - Process Monitor
  - Query Manager - Reporting

- Query Viewer - Reporting
  - Report Manager
  - Schedule Query - Production
# SIS Queries

## Current Classes

### 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](mailto:Darren.White@ncsu.edu).

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Workshop</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.06.09</td>
<td>9:00-4:30</td>
<td>McKimmon Center</td>
<td><strong>Summer Graduate Administrators Workshop/Retreat</strong></td>
<td>via email</td>
</tr>
<tr>
<td>08.25.09</td>
<td>1:30-4:00</td>
<td>ITTC Labs, DH Hill Library</td>
<td><strong>Electronic Thesis &amp; Dissertation Workshop</strong></td>
<td><a href="#">click here</a></td>
</tr>
<tr>
<td>09.09.09</td>
<td>10:00-11:30</td>
<td>Textiles, room 1218</td>
<td><strong>SIS DGP &amp; Graduate Secretary/Administrator Query Training</strong></td>
<td><a href="#">click here</a></td>
</tr>
<tr>
<td>09.15.09</td>
<td>10:00-11:30</td>
<td>Textiles, room 1218</td>
<td><strong>SIS DGP &amp; Graduate Secretary/Administrator Query Training</strong></td>
<td><a href="#">click here</a></td>
</tr>
<tr>
<td>09.17.09</td>
<td>9:00-12:00</td>
<td>Textiles, room 1218</td>
<td><strong>SIS DGP &amp; Graduate Secretary/Administrator Plan of Work Template Training</strong></td>
<td><a href="#">click here</a></td>
</tr>
<tr>
<td>09.17.09</td>
<td>9:30-12:00</td>
<td>ITTC Labs, DH Hill Library</td>
<td><strong>Electronic Thesis &amp; Dissertation Workshop</strong></td>
<td><a href="#">click here</a></td>
</tr>
<tr>
<td>09.23.09</td>
<td>9:00-11:00</td>
<td>Textiles, room 1218</td>
<td><strong>SIS DGP &amp; Graduate Secretary/Administrator SIS Basics Training</strong></td>
<td><a href="#">click here</a></td>
</tr>
<tr>
<td>09.29.09</td>
<td>9:00-11:00</td>
<td>Textiles, room 1218</td>
<td><strong>SIS DGP &amp; Graduate Secretary/Administrator SIS Basics Training</strong></td>
<td><a href="#">click here</a></td>
</tr>
</tbody>
</table>
XX. SIS Q&A
XXI. New Transcript Processing Procedure

Nanda Irons
Self Service Transcript Upload Procedure

• Applicant uploads PDF or scanned copies of unofficial transcripts into his AY application.

• Program can begin evaluating applications immediately upon submission since transcripts will be included.
Self Service Transcript Upload Procedure (cont’d)

• Program recommends admission and College Liaison posts “Admission-Unconfirmed” letter.

• Student has official transcripts send to the Graduate School upon admission.

• College Liaison verifies official transcripts against scanned copies.
Self Service Transcript Upload Procedure (cont’d)

• If all grade/degree information matches and transcripts are complete, Liaison posts “Admission-Confirmed” letter to applicant.

• If significant discrepancies are found, then admission offer will be rescinded.
Advantages of Self Service Transcript Upload

• Allows programs to start evaluation of application packages and make decisions sooner since there’s no waiting for Graduate School to scan/upload transcripts during peak processing periods.
Advantages of Self Service Transcript Upload

• Significantly fewer paper transcripts to process and virtually no likelihood of delays, mismatching, or misrouting of transcripts initially.
XXII. Annual Progress Reports – Graduate Student Online Academic Reporting

Mike Carter
David Edelman
E. Annual Progress Evaluation  The Graduate School requires all graduate programs to complete an annual evaluation of progress toward degree for each graduate student. This evaluation process should involve the student, at least one academic advisor/committee chair, and the DGP. Each evaluation must include the following items:

1. the student’s report of activities and achievements for the preceding year (e.g., courses, honors, program milestones, and professional development)

2. the student’s own evaluation of his or her progress
3. an evaluative response to the student’s progress report by at least one faculty advisor/committee chair, and

4. a completed Plan of Work (see POW requirements).

As part of each annual evaluation, the student’s major advisor should review the POW to evaluate progress and provide guidance as appropriate.
Graduate Student Online Academic Reporting System

GSOARS
XXIII. Refreshment Break

15 minutes
XXIV. New Policies & Regulations / New Admissions Matrix

Dan Willits
Existing Admissions Matrix

http://www.ncsu.edu/grad/handbook/sections/2.1-applications.html#D
## New Matrix - Full Status

<table>
<thead>
<tr>
<th>UGPA</th>
<th>GGPA*</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 3.00</td>
<td>≥ 3.0 or None</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td>2.75-2.99</td>
<td>≥ 3.2</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td></td>
<td>&lt; 3.2 or None</td>
<td>Accept recommendation if GPA in undergraduate major is ≥ 3.00 or acceptable statement of justification is provided on the form</td>
</tr>
<tr>
<td>2.50-2.74</td>
<td>≥ 3.5</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td></td>
<td>&lt; 3.5 or None</td>
<td>Accept recommendation if GPA in undergraduate major is ≥ 3.00 and an acceptable letter of justification is provided on the form or a separate letter containing explicit and strong justification is provided</td>
</tr>
<tr>
<td>2.10-2.49</td>
<td>≥ 3.8</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td>&lt; 2.50</td>
<td>&lt; 3.8 or None</td>
<td>Recommendation is normally denied and provisional admission or PBS suggested.</td>
</tr>
</tbody>
</table>

*The GPA for at least 9 hrs of graduate level PBS coursework taken at NCSU may be substituted for the Graduate GPA (GGPA)*
# New Matrix - Provisional Status

<table>
<thead>
<tr>
<th>UGPA</th>
<th>GGPA*</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 2.75</td>
<td>≥ 3.0 or None</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td>2.50-2.74</td>
<td>≥ 3.2</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td></td>
<td>&lt; 3.2 or None</td>
<td>Accept recommendation if an acceptable statement of justification is provided on the form.</td>
</tr>
<tr>
<td>2.25-2.49</td>
<td>≥ 3.5</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td></td>
<td>&lt; 3.5 or None</td>
<td>Accept recommendation if a separate letter containing explicit and strong justification is provided.</td>
</tr>
<tr>
<td>2.00 - 2.25</td>
<td>≥ 3.8</td>
<td>Accept recommendation</td>
</tr>
<tr>
<td>&lt; 2.25</td>
<td>&lt; 3.8 or None</td>
<td>Recommendation is normally denied and PBS suggested.</td>
</tr>
</tbody>
</table>

*The GPA for at least 9 hrs of graduate level PBS coursework taken at NCSU may be substituted for the Graduate GPA (GGPA)*
Admission Exceptions

Recommendation Form
Credit Hour Requirements for Master's Degrees - Revised

Approved by the Administrative Board of the Graduate School
Outside Representation on PhD Committees

New Procedure
Extending IN Grade

• DGP Must Sign (new)

• Justification Needed for Extension Beyond One Year from Date of Course

• Justification Needed for Second Extension
Remote Exams — Recently Implemented

- Master’s
  http://www.ncsu.edu/grad/faculty-and-staff/docs/forms/sched-mas-oral-remote-exam.pdf

- Doctoral
  http://www.ncsu.edu/grad/faculty-and-staff/docs/forms/doc-or-exam-remote-exam.pdf
Please Remind Your Faculty

• Oral Exams
  – Procedure for handling absent committee members:
    • 1) identify a substitute;
    • 2) call Grad School for approval;
    • 3) do not start the exam until at least the minimum complement is available. For PhD's, at least one committee member must be from outside the student's program.
XXV. ETS Personal Potential Index

Dan Willits
ETS – Personal Potential Index

http://www.ets.org
Issues

• Summary Reports will come to the Graduate School hard copy, not electronic. Not easily integrated with AY applications.

• Faculty may get requests from both AY and PPI
Graduate School Policy on PPI

• Will be developing as we gain experience

• Input needed
XXVI. Preparing Future Leaders (PFL) – Including “survival skills” in January

Rebeca Rufty
Melissa Bostrom
XXVII. Academic Planning New Procedures

George Hodge
Assist with the development of:

• Graduate Course Actions
• Master’s and Doctoral degrees
• Graduate Certificates
• Distance Education programs
• Accelerated Bachelor’s/Master’s programs
• Interdisciplinary/Dual/Joint Degrees
• Inter-institutional Arrangements (MOU / MOA)
Assist by providing:

- Suggestions on developing program proposals
- Instructions on how to completing course and curriculum action forms
- Source for forms (Appendix A, B, C, D, F, G, I, J)
- Links to data required
- Tracking of action status
We work with:

• Substantive Change Review Team (SACS notification)
• Department of Registration and Records
• Office of Research and Graduate Studies
• Office of International Affairs
• Provost’s Office
• Chancellor’s Office
• UNC-General Administration
Work in Progress

• **UNC-GA** web site has been revised
• Graduate School: **Program Development**
  – Forms, instructions, links
• Graduate School: Administrative Handbook
• Graduate Catalog
• University Policy Rules and Regulations
Approval Routing for Actions Requiring UNC-GA Processing

1. Dept Head *endorses* (signature required on action)
2. College Graduate Studies Committee *recommends* (signature required on action)
3. *Recommended* by Vice Provost, DELTA (if DE degree) (signature required on action)
4. College Dean *endorses* and submits to Graduate School (signature required on action)
5. Administrative Board of the Graduate School *recommends*
Approval Routing for Actions Requiring UNC-GA Processing

5. Administrative Board of the Graduate School *recommends* *(meets bi weekly)*
6. Graduate Operations Council *informed* *(by Graduate School) (meets monthly)*
7. Substantive Change Review Team *informed* (Southern Associate of Colleges & Schools notified if necessary) *(by Graduate School) (meets monthly)*
8. Dean of the Graduate School *approves* *(signature required on action)*
9. *Presented* to Vice Provosts *(by Provost’s Office) (meets monthly)*
10. Deans' Council *recommends* *(by Provost’s Office) (signature required on action) (meets twice each month)*
11. Provost *approves* *(signature required on action)*
12. *Recommended* by Chancellor’s Executive Officer's (EOM) *(meets monthly)*
13. University Council *informed* *(meets 4 times a year)*
14. Presented to Board of Trustees subcommittees (Academic & Personnel and Finance & Planning) *(meets 4 times a year)*
15. Chancellor *approves* *(signature required on action)*
16. *Submitted* to UNC-General Administration *(by Graduate School)*
Academic Planning Procedures

Dr. George Hodge, Interim Assistant Dean for Program Development, Graduate School
(Ph:919 515 7461)

Ms. Karen Alarie, Coordinator, Administrative Board of the Graduate School
(Ph:919 513 8096)
XXVIII. Office of International Services Updates

Michael Bustle
NC STATE is INTERNATIONAL
• 2,164 International Students enrolled Fall 2008
• 1,886 were International Graduate Students
• 27.8% of all Graduate Students are International
• 32.9% of new Graduate Students in 2008 were International

% International Students in Each College: Fall 2008
OFFICE OF INTERNATIONAL SERVICES
~ OIS ~

- 320 Daniels Hall, Lampe & Stinson
- Email: ois@ncsu.edu
- Web: www.ncsu.edu/ois
- Phone: 515-2961
- Walk-in Hour: 2-3 PM (M-F)
- Advising by Appointment
OIS Services & Programs

Services
• Immigration Advising
• Issue Visa Documents
• Employment Authorization
  – CPT
  – OPT
  – J-1 Academic Training
• SEVIS Reporting
• SEVIS Registration

Programs
• PreArrival Info
• Arrival Assistance
• Orientation
• Friendship Programs
• Culture Programs
• ESL Programs
• Volunteer Programs
• Workshops & Teas
• Spouse & Family
Changes and Updates

• New OIS Website
• OIS HelpDesk (& KnowledgeBase)
  – Online Request Submission
  – Notifications & Status Updates
  – Tracking & Load Balancing
• Employment Issues
  – Enhanced visa & employment info in SIS
  – New Students, OPT (filing dates), CPT
• Admissions Processing (ONIVs)
Welcome to our website. The advisors and volunteers at the Office of International Services (OIS) are committed to NC State University's global mission and vision and we invite you to join with us as we help prepare world citizens and develop global leaders here in North Carolina. Whether you are overseas or in Raleigh, you are a student or teacher, and regardless of your cultural and linguistic background we strive to be the number one resource for our international community and a catalyst for North Carolina residents to expand their global horizons.

This website homepage is a small portal to a vast amount of information—overviews and introductions, descriptions and detailed instructions, links to other resources, and helpful information that OIS advisors have developed over the years and will continue to develop. If you are interested in applying to one of NC State University's excellent academic programs, if you are an international student currently enrolled at NC State wanting more information about working off campus, if you are an NC State faculty member wanting to hire an international student or post-doc, if you are a Raleigh resident interested in hosting an international student family for dinner, or if you are a Wake County school teacher wanting an international student to come to your classroom to talk about life in a country you are presenting in class, this is the place to start.

Please follow any of the links on this page to find what you need or use the Search function. Of course, if you can't find what you're looking for, you can call or email us, make an appointment to speak with an OIS advisor, or stop by during our afternoon "walk-in" hours every workday afternoon from 2 to 3.

Thank you for visiting our site—we are happy to help you in any way we can.
OIS HelpDesk

• Online Request Submission - Tickets
• Email Notifications & Status Updates
• Tracking & Load Balancing
• Attachments can be uploaded

OIS KnowledgeBase

– FAQ system (searchable)
– No Log-in necessary
– html links to forms, webpages, & other resources
OIS HelpDesk Ticket (Update and Request Tracking)

Students can request I-20s for OPT, CPT, program extensions, change in level or curriculum, and 20 other processes online

8/6/2009
**Comments with an OIS Advisor**

Description: How do I make an appointment with an OIS advisor?...

Question: The preferred way for students, staff, and faculty to schedule an appointment with an OIS advisor is by calling the OIS HelpDesk to schedule a mutually convenient day and time. OIS advisors are usually scheduled several days into the future and it ...

**Program Extension**

Description: How do I extend my I-20?...

Question: A student in F-1 status who cannot complete the academic program before the end date on the Form I-20 (Item #5) can extend their program extension request must be submitted through the OIS HelpDesk system and must be completed before the expir...

**Do I use the OIS HelpDesk?**

Description: How do I use the OIS HelpDesk?...

Question: For information on what the OIS HelpDesk at NC State is, please see the related KnowledgeBase (KB) article, What is the OIS HelpDesk (KB article)?... and...

**F-1 Status: Status Update**

Description: What should I do if I change my immigration status?...

Question: Many foreign nationals will change their nonimmigrant status while in the U.S. A change of status may be the result of a change in their personal circumstances or employment status. Please update OIS of any visa change as soon as possible so we can reflect the change in the Univers...

**Transfer Out (Students)**

Description: How do I request a transfer to another school?...

Question: Students in F-1 or J-1 status can - and should - use their same SEVIS record and SEVIS ID throughout their study period. Students in F-1 or J-1 status who accept an offer of admission to another US school must request a transfer of their SEVIS record from NC State to...
Additional Visa Information in SIS

• Indicates visa type(s), end date, employment eligibility, employment restrictions, and data steward for the record

• Updated in real time by OIS
  International Employment Office & Payroll (Foreign National Tax Specialist)

• Available mid-Fall 2009
# Additional Visa Information in SIS

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**Comments:**
Student on post-completion OPT. Temporary Employment in students field of study (See Form I-20) for any employer approved until end date on EAD.

Last Updated By: MJBUSTLE 07/09/09 6:03:05PM
Reminders: **New International Students**

- OIS Info Fair & Orientation (8/13-14)
- OIS Orientation Services
  - Airport Pick-up
  - Temporary Housing & Housing Assistance
  - Check-in (& SEVIS Registration)
  - Immunizations & Insurance
  - Social Security (E-Verify, I-9, NRA Tax)
- Late Arrivals (Deferments)
Reminders – Enrollment Issues (1)

• SEVIS Registration
  – physical presence and physical address
• Full-Time Enrollment
  – Grad School definitions (OIS does not advise)
• RCL: Reduced Courseload
  – first-last-medical
  – RCL form to OIS before dropping or under-enrolling
• DE/on-line courses limited to 3 Credit Hours
Reminders – Enrollment Issues (2)

• Changes in Curriculum
  – Change in Level
  – Change in Curriculum/Major
  – Add a Co-Major
  – Add a Minor

• Program Extension

• Withdrawals - LOA

• Transfer Out

• Terminations

Keep OIS Informed
Reminders – Employment Issues 1

- F-1 Employment - 20 hrs/wk max during semester
- J-1 students – must be specified in SEVIS each year
  - Online request form in OIS HelpDesk
- New students can arrive/work 30 days prior to class
- Students must stop on-campus employment last day of semester (unless valid I-20 AND continuing next term)
- SSN & E-Verify (job offer & SEVIS validation)
- Students who are no longer enrolled OR whose SEVIS programs are terminated no longer have on-campus employment eligibility
Reminders – Employment Issues 2

• “Post-completion” OPT
  – Can begin at thesis defense (prior to end of semester)
  – Can apply during 60 day “grace period”
  – 60-90 day EAD processing at USCIS Service Center
  – STEM extensions (+ 17 months)
Reminders – Student Success

- New International Student Orientation
- GTI 401 (Culture & Education - Preparatory)
- OIS Cultural Programs & Workshops
- Other Campus Resources
The Global Training Initiative (GTI)

- UG Certificate Programs (Fall, Spring, Summer)
- 3+X Partner
- Internship and Research only programs
- Professional Training Group Programs
- GTI 401 Colloquium (3 credit “bridge” course)
  - open to new graduate students
  - improves English & teaches student success skills
- Summer 2010 Pre-Academic Program
Bits, Pieces, and Projects

• Financial Documents
  – Move toward accepting scanned documents
• OIS Workshop for Faculty & Staff in the Fall
• On-Line Form and Web-based submissions
• Expanded training materials and workshops
• Questions?
XXIX. Technology Update – Web Page Development Service for Graduate Programs

David Edelman
Darren White
Summary

• In place of providing recruiting grants to graduate programs to improve their web pages, a small portion of those funds can be used to support the creation of a set of templates which meet the NC State web site 'look and feel' with state-of-the art design and with which graduate programs can easily control their own content in terms of updating and adding new material.

• In essence, the Graduate School would be a “one –stop graduate program website development and support shop” providing a level of service based upon the graduate program’s needs.
Service Description

• The service will provide a portfolio of Adobe Dreamweaver templates from which each graduate program could choose to build their program web page.

• Web pages developed from the templates we provide would be state-of-the-art with an attractive layout and color scheme, incorporating php code to allow drop-down boxes and other search mechanisms as well as audio/visual items such as, possibly, links to twitter, podcasts and in-line audio and video, while still meeting the NC State standards for look and feel.
Service Description (cont)

• The graduate program could decide, based on their in-house technical competency with web design, either to take the template and design and implement the page themselves, or else have the Graduate School perform the full design and implementation with input from the program.

• Once the page is operational, modification to the content, including text, links and graphics can be made using Adobe Contribute by either the graduate program or by a service level agreement with the Graduate School.
XXX. Conclusion and General Q&A

Duane Larick
XXXI. Door Prizes

A special thanks to the NCSU Bookstore; NCSU Alumni Association; Harris Teeter Cameron Village; NCSU Athletic Department; NCSU First Year College; Starbucks Coffee Company Cameron Village; Pack Backers; Baskets ‘N’ Such; FedEx Kinkos for their support.