NORTH CAROLINA STATE UNIVERSITY
Edward P. Fitts
DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING

Orientation Seminar for New and Returning Graduate Students

Fall 2014
Friday, August 22, 2014
Coastal Ballroom
Talley Student Union
11:00 a.m.

1. Welcome --Professor Paul H. Cohen, Department Head

2. Important dates:
   September 3, 2014 (Census Day) is the last day to register or add a course, last day to drop a course or change from credit to audit with tuition adjustment.

   Hazard Communication, Health and Safety Training – Everyone who receives a paycheck from the University must attend. The class is for all graduate TA and RA students and post docs who have not attended before. The date, time and location will be announced soon.

   IE Picnic – August 28, 2014 at Shelter 1, Pullen Park

   September 1 (Labor Day), no classes
   October 9-10 (Thursday -Friday), Fall break.
   October 17 Last day to drop graduate course without grade or change from credit to audit
   November 26-28 (Thanksgiving), no classes
   December 3 (Last day of classes).
   December 8-16 (Monday through following Tuesday), final examinations.
   December 18 Fall graduation

3. Information about the Department of Industrial Engineering
Departmental offices.

   Main office – Daniels Hall, Room 400, telephone: 515-2362.

   Administrative Office Manager – Debbie Allgood, 400 Daniels Hall, Telephone: 515-6401
e-mail address: debbie_allgood@ncsu.edu

   Graduate Secretary – Cecilia Chen, 441B Daniels Hall,
Telephone: 515-6410,  
e-mail address: cchen2@ncsu.edu

Contract Manager – Hakan Sungur, 423 Daniels Hall,  
Telephone: 513-3617  
e-mail address: hsungur@ncsu.edu

Departmental Bookkeeper – Bill Irwin, 400 Daniels Hall,  
Telephone: 515-6405  
e-mail address: wijirwin@ncsu.edu

Administrative Support - Danita Taylor, 400 Daniels Hall,  
Telephone: 515-2362  
e-mail address: detaylo2@unity.ncsu.edu

Director of Graduate Programs – Dr. Yahya Fathi  
436 Daniels Hall, telephone: 515-6417  
e-mail address: fathi@ncsu.edu

Associate Director of Graduate Programs – Dr. Michael Kay,  
306 Daniels Hall, telephone: 515-2008  
e-mail address: kay@ncsu.edu

Departmental Library – 441B Daniels Hall  
Theses and dissertations are in the room 401 Daniels Hall

Student Offices - TBA

4. Departmental Seminar

Departmental graduate seminars are held (almost) every Friday during the period 11:30 a.m.- 12:30 p.m. in Room 434 Daniels Hall. Refreshments will be served at 11:00 a.m. in Room 428 Daniels Hall. These seminars will be a combination of research talks and professional development training. Evolving list of upcoming seminars will appear on departmental web page. Periodically joint seminars with the OR Program will occur on Tuesday afternoons from 4:30-5:30 in DAN 434. While the OR Seminars are not required, students may wish to attend them.

Attendance requirement--All graduate students should attend the departmental seminars.

5. Registration Procedures.

NCSU All Campus Card--Is obtained in the West Dunn Building, corner of Dan Allen Drive and West Dunn Avenue, 8:00 a.m.-5:00 p.m. Monday through Friday.

Local Address –To change your address, you must use MyPack Portal, and contact OIS. It is very important that the Graduate Office has a current address on file, so please keep us updated.

Continuous Registration Policy--After students are admitted to the Graduate School and enroll for the first time, they are required to maintain continuous registration, i.e., be enrolled each semester, excluding summer sessions, until they have either graduated or their graduate program has been terminated. Students who have been terminated and wish to resume their graduate studies at NCSU must reapply for admission.

Students in good academic standing who must interrupt their graduate programs for good reasons may request a leave of absence from graduate study for a definite period, normally not to exceed one year. The request should be made at least one month prior to the semester involved. Upon endorsement of the request by the student’s graduate advisory committee and the Director of Graduate Programs, and upon approval by the Graduate School, the student will not be required to register during the leave of absence. The time
that the student spends on an approved leave of absence will be included in the time allowed
to complete the degree, i.e. six years for a Master’s degree and ten years for a Ph.D. degree.

All students who take their final oral examination and/or submit their thesis or dissertation
to the Graduate School in any semester must be registered for that semester; if during either
summer session must be registered for either the first or second summer session.

**Full Time Registration** – See handout
Be alert for changing rules

**Changing Curriculum or Degree Objective** – See the form from MyPack Portal

**Co-Op (CPT) and OPT** – See the following websites
http://www.ncsu.edu/ois/current/cpt.php
http://www.ncsu.edu/ois/current/opt.php

**Schedule of Required Documents** – See handout and
http://www.ncsu.edu/grad/handbook/sections/3.25-required-documents.html

**Graduate Student Project/Study Contract** – See handout

6. Parking Permits--
Go to Parking Services Administrative Services I building,
2721 Sullivan Drive as soon as possible to get on the waiting
list for a parking permit. Be sure and take your Student ID, make and
model of car, and automobile license number.
Students may apply for parking and request the desired parking permit
during fall course registration on *MyPack Portal* (unity I.D. required).

7. Other Administrative and Academic Issues

**Interim Advisor**

Preparation of Graduate Work *(From MyPack Portal)*
Graduate Student Support Plan (GSSP) (GSOARS)
Establishment of N.C. Residency.
Website: http://www.ncsu.edu/grad/future-students/resident.html
Please email to Residency_Officer@ncsu.edu, at Centennial campus Research Building III, room 242.

8. Webpage for the ISE Graduate Student Handbook:
http://www.ise.ncsu.edu/graduate/degree-reqs.php

9. Medical and Counseling Assistance

a. Student health center (http://www.ncsu.edu/student_health/index.html) provides
high quality primary health care, comprehensive disease prevention, and health
promotion service.
Located at 2815 Cates Avenue
Phone: 919-515-2563

b. The counseling center provides counseling to NC state students experiencing
personal, academic, and vocational problems.
http://www.ncsu.edu/stud_affairs/counseling_center/
Located at the student health center
Phone: 919-515-2423

10. University Student Legal Services – See handout
11. ISEUGSA Student Chapter

12. MyPack Portal To Do List – See handout


14. Career Development Center – See handout

15. Other Useful Links – See handout

16. Question and Answer Period
**NC State University**

**Registration and Records**

**NC State University 125 Years**

Home > Calendars > Academic > 2014 Fall Semester

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## 2014 Fall Semester

### Regular Session Academic Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>20</td>
<td>Wednesday</td>
<td>First day of classes</td>
</tr>
<tr>
<td>August</td>
<td>26</td>
<td>Tuesday</td>
<td>Last day to add a course without permission of instructor. MyPack Portal closes for adds at 11:59 p.m. (After this day, please contact the instructor in order to add a class.)</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>Monday</td>
<td>Holiday (Labor Day); university closed</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>Tuesday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>September</td>
<td>3</td>
<td>Wednesday</td>
<td>Census Date/Official Enrollment Date. Last day to add a course with permission of instructor. Last day for tuition refunds due to dropping a course or changing from credit to audit. Last day for undergraduate students to drop below 12 hours or to drop a course without a W grade.</td>
</tr>
<tr>
<td>October</td>
<td>3</td>
<td>Friday</td>
<td>Schedule for 2015 Spring Semester published</td>
</tr>
<tr>
<td>October</td>
<td>8</td>
<td>Wednesday</td>
<td>Fall break begins at 10:15 p.m.</td>
</tr>
<tr>
<td>October</td>
<td>9-10</td>
<td>Thurs - Fri</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October</td>
<td>13</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>October</td>
<td>17</td>
<td>Friday</td>
<td>Drop/Revision Deadline: MyPack Portal closes for student-initiated schedule revisions at 11:59 p.m. Last day to change to credit only at ALL levels. Last day for graduate and associate students to withdraw or drop a course, without a W grade, or to change from credit to audit. All schedule revisions made after this date will require a Schedule Revision form for processing. <strong>Note:</strong> Students enrolled in mini-courses should consult the Eight-Week Calendar below regarding drop deadlines.</td>
</tr>
<tr>
<td>October</td>
<td>20</td>
<td>Monday</td>
<td>Enrollment (Registration) for 2015 Spring Semester begins</td>
</tr>
<tr>
<td>November</td>
<td>26 - 28</td>
<td>Wed - Fri</td>
<td>Thanksgiving Vacation for students; no classes</td>
</tr>
<tr>
<td>November</td>
<td>27 - 28</td>
<td>Thurs - Fri</td>
<td>Thanksgiving Holidays; university closed</td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
<td>-------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>December</td>
<td>1 - 3</td>
<td>Mon - Wed</td>
<td>&quot;Last Week of Semester&quot; - Lab tests, semester project reports and presentations are permissible during the final week of classes. Papers and homework may have a due date during the final week of classes only if scheduled in the syllabus. However, in order for students to prepare for final examinations, faculty members may not assign other tests, quizzes or additional papers during the final week of classes. Assignments should not have a due date during the final exam period unless the assignment constitutes a part of the final exam. Exceptions to this policy must be approved in advance by the department head and the dean of the college involved. Students should contact the appropriate instructor or department head if they believe an assignment is not in compliance with this regulation.</td>
</tr>
<tr>
<td>December</td>
<td>3</td>
<td>Wednesday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December</td>
<td>4 - 5</td>
<td>Thurs - Fri</td>
<td>Reading Days</td>
</tr>
<tr>
<td>December</td>
<td>8 - 16</td>
<td>Mon - Tues</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December</td>
<td>18</td>
<td>Thursday</td>
<td>Fall Graduation Exercise</td>
</tr>
<tr>
<td>Dec - Jan</td>
<td>24 - 1</td>
<td>Wed - Thurs</td>
<td>Winter Holiday; university closed</td>
</tr>
</tbody>
</table>

Eight-Week Sessions Calendar

First Session

<table>
<thead>
<tr>
<th>August</th>
<th>20</th>
<th>Wednesday</th>
<th>First day of classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>3</td>
<td>Wednesday</td>
<td>Last day to enroll (register) or to add a course. Last day for undergraduate students to drop below 12 hours due to a course drop or a change from credit to audit. Last day for a tuition adjustment due to a reduction in hours.</td>
</tr>
<tr>
<td>September</td>
<td>15</td>
<td>Monday</td>
<td>Last day to withdraw or drop a course without a grade at ALL levels. Last day to change from credit to audit at ALL levels. Last day to change to credit only. MyPack Portal closes for Undergraduate and Graduate drops at 11:59 p.m.</td>
</tr>
<tr>
<td>October</td>
<td>8</td>
<td>Wednesday</td>
<td>Fall break begins at 10:15 p.m.</td>
</tr>
<tr>
<td>October</td>
<td>9 - 10</td>
<td>Thurs - Fri</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October</td>
<td>13</td>
<td>Monday</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>
# Second Session

<table>
<thead>
<tr>
<th>September</th>
<th>3</th>
<th>Wednesday</th>
<th>Last day to enroll (register) or to add a course. Last day for undergraduate students to drop below 12 hours due to a course drop or a change from credit to audit. Last day for a tuition adjustment due to a reduction in hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>14</td>
<td>Tuesday</td>
<td>First day of classes</td>
</tr>
<tr>
<td>November</td>
<td>6</td>
<td>Thursday</td>
<td>Last day to withdraw or drop a course without a grade at ALL levels. Last day to change from credit to audit at ALL levels. Last day to change to credit only. MyPack Portal closes for Undergraduate and Graduate drops at 11:59 p.m.</td>
</tr>
<tr>
<td>November</td>
<td>26 - 28</td>
<td>Wed - Fri</td>
<td>Thanksgiving Vacation for students; no classes</td>
</tr>
<tr>
<td>November</td>
<td>27 - 28</td>
<td>Thurs - Fri</td>
<td>Thanksgiving Holidays; university closed</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>December</td>
<td>3</td>
<td>Thursday</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

**NOTE:** These academic calendars are subject to periodic review and revision. Please check with the University Registrar to determine if changes have been made.
NC State University

North Carolina State University :: Graduate Home

Home > Catalog > Full-Time/Part-Time Determination

Full-Time/Part-Time Determination for All Graduate Students

NC State uses a uniform Schedule of Full-Time Status of Graduate Students for Loan Deferment, Financial Aid, Payroll Tax Withholding and Veteran’s Benefits Purposes. To maintain consistency throughout the university system, faculty members do not have the authority to submit individual letters verifying the status of a graduate student. This schedule will be the only resource used to determine a student’s status for these purposes. Registration and Records in Room 1000, Harris Hall processes all student loan deferments. The Graduate School will not be directly involved in preparing loan deferment letters.

These definitions apply to all graduate students, U.S. and international, participants and non-participants in the Graduate Student Support Plan.

Fall and Spring Semesters

Full Time
Students will be full time if they take at least 9 hours per semester until the semester in which a load between 3 and 8 hours will reach an accumulated total equal to the minimum number of hours required by the program. Full time for that semester will be that load. Full time thereafter will be a minimum of 3 hours per semester. Course number does not matter.

Half Time
Students who are registered for less than that required for full-time but are registered for at least 4.5 hours will be considered half-time.

COP 500 and COP 501
Students registered for COP 500 will be considered full time. Students registered for only COP 501 will be considered half time.

Summer Sessions

Graduate students are not required by the University to be registered during the summer. However, students who receive a stipend but who are not enrolled in the University during a period of five weeks or more are subject to Social Security tax withholding. In particular, this means that Social Security taxes will be withheld from the paychecks of Graduate Research Assistants (RAs) who do not register in the summer. Specifically, Social Security taxes will be withheld in June for RAs who are not
registered in Summer Session I and in July for RAs who are not registered in Summer Session II. The source of funds that pays the stipend must pay the same amount of Social Security tax as is withheld from the student's paycheck during these months.

Two special registration categories are available for Graduate Research Assistants who would not otherwise take courses in the summer: XYZ 696 (Summer Thesis Research) and XYZ 896 (Summer Dissertation Research), where XYZ represents the course prefix of a specific department or program. Each of these courses is for 1 hour of credit, with registration for 10 weeks, beginning the first day of Summer Session I. Social Security taxes will not be withheld from the June or July paychecks of RAs who register for either 696 or 896. Full time in the summer is a minimum of 1 hour.

Please note that student who are not registered during the summer do not have access to financial aid during that period, nor do they have access to the Student Health Service unless they pay the student health fee for each of the two summer sessions.

North Carolina State University  Raleigh, NC 27695  (919) 515-2011
# 3.25 Schedule of Required Documents

**NC State University**

**North Carolina State University :: Graduate Home**

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## 3.25 Schedule of Required Documents

<table>
<thead>
<tr>
<th>REQUIRED FORMS/ACTIONS*</th>
<th>WHEN REQUIRED</th>
<th>WHO INITIATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete, official transcripts from universities and colleges attended, including degrees and dates awarded</td>
<td>Before the beginning of the first semester of enrollment</td>
<td>Student is responsible for providing official transcripts to the Graduate School.</td>
</tr>
<tr>
<td>Patent Agreement</td>
<td>Before the end of the first semester of enrollment</td>
<td>Initiated by student online via Student Self-Services in MyPack Portal.</td>
</tr>
<tr>
<td>Appointment of Advisory Committee and submission of Plan of Work</td>
<td>During second semester or earlier</td>
<td>Initiated by student with Advisor and Committee. Approved and submitted to the Graduate School by the DGP (doctoral students only)</td>
</tr>
<tr>
<td>Assignment of Graduate School Representative, if required (doctoral students only)</td>
<td>After Plan of Graduate Work has been approved by Graduate School</td>
<td>Appointed by the Graduate School</td>
</tr>
<tr>
<td>Request to Schedule the Preliminary Oral Examination (doctoral students only)</td>
<td>After written preliminary exams have been passed, but no later than one semester prior to final oral exam. Request must be received in Graduate School at least 2 weeks prior to proposed exam date.</td>
<td>Initiated by student and submitted to the Graduate School by the DGP</td>
</tr>
<tr>
<td>Report on Outcome of Preliminary Oral Examination (doctoral students only)</td>
<td>Immediately after oral examination is completed</td>
<td>Submitted to the Graduate School by the DGP within 5 working days of exam</td>
</tr>
<tr>
<td>Application to Graduate (replaces old Diploma Order Request card)</td>
<td><strong>Thesis Students</strong> - when Final Oral Exam is Scheduled but no later than the Apply to Graduate Deadline</td>
<td>Initiated by student online via MyPack Portal, by navigating to Student Self Services, Degree Progress/Graduation, Apply for Graduation</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Request to Schedule the Final Oral Examination (doctoral students only)</td>
<td>Must be received in Graduate School at least 2 weeks prior to proposed exam date (see right), and no earlier than 4 calendar months after successful completion of preliminary exam</td>
<td>Initiated by student and submitted to the Graduate School by the DGP. Student must also apply to graduate at the same time via MyPack Portal.</td>
</tr>
<tr>
<td>Request for a Permit to Schedule the Master’s Oral Examination (master’s students only)</td>
<td>Must be received in the Graduate School at least 10 working days before the examination is scheduled</td>
<td>Initiated by student and submitted to the Graduate School by DGP. Student must also apply to graduate at the same time via MyPack Portal.</td>
</tr>
<tr>
<td>Report on Outcome of Final Oral Examination (master’s or doctoral)</td>
<td>Immediately after final oral exam</td>
<td>Submitted to the Graduate School by the DGP</td>
</tr>
<tr>
<td>Draft submission of thesis or dissertation to Graduate School for thesis review</td>
<td>Immediately after final examination is successfully completed (<em>within 24 hours of receiving an unconditional pass</em>). This must be completed by the graduation deadline for the semester as noted in the Graduate School Calendar.</td>
<td>Student must electronically submit the draft PDF file to the Thesis Editor via the ETD submission system for the thesis review.</td>
</tr>
<tr>
<td>Final submission of thesis or dissertation to Graduate School for Graduate School acceptance</td>
<td>Final error free file must be submitted before the deadline for the semester as noted in the Graduate School Calendar.</td>
<td>Student must electronically submit the final error free file to the Thesis Editor via the ETD submission system for acceptance by the Graduate School.</td>
</tr>
<tr>
<td>Final committee approval of thesis or dissertation</td>
<td>Online approval by the student’s advisory committee, through MyPack Portal before the deadline for the semester as noted on the ETD web</td>
<td>Student unconditionally passes the final exam and the ETD is accepted by the Thesis Editor.</td>
</tr>
</tbody>
</table>
* Receipt of materials in the Graduate School can be by campus mail, hand delivery, fax, or e-mail, as appropriate.

North Carolina State University  Raleigh, NC 27695  (919) 515-2011
GRADUATE STUDENT PROJECT/STUDY CONTRACT

To be filled in at the beginning of the respective semester and signed by student and supervising faculty member for the following courses: ISE 637, ISE 639, ISE 677, ISE 685, ISE 693, ISE 695, ISE 837, ISE 839, ISE 885, and ISE 895.

Should be filled in to the level of detail required by the supervising faculty member.

APPROVAL: ____________________________________________

Professor Date

________________________________________

Student Signature Date

1. Name of Student: ____________________________________________

2. Course No.: ____________________  3. Semester: ____________________

4. Proposed Credit Hours: ____________________  5. Responsible Faculty: ____________________

6. Title of Project: ____________________________________________

7. Brief Abstract of Proposed Effort and Statement of Objectives:

8. Criteria of Performance (Projection of "products" to be submitted and graded):

9. Project Time Schedule and Milestones:
NC State University

North Carolina State University :: Graduate Home

Home > Graduate Student Support Plan

Graduate Student Support Plan (GSSP)

Students webpage | Faculty and Staff webpage

Welcome! The Graduate Student Support Plan is a highly competitive support package used to attract top students to NC State. Under the Plan, students supported on a teaching or research assistantship or a fellowship of at least $666.67 per month and who meet the minimum registration requirement, receive (at no cost to the student) health insurance and (for a limited number of semesters) tuition. The links shown here explain the plan in more detail, provide answers to frequently asked questions, and allow you the opportunity to ask questions about the plan.

Important Dates / Deadlines
GSSP Student Handbook
Plan Overview

Other Items of Interest:
Electronic Billing
Use of Student Health Services Center During the Summer
Scholarships & Financial Aid Graduate Benefit Form

North Carolina State University Raleigh, NC 27695 (919) 515-2011
The Graduate School
Tuition Residency Application Process

1. Upon arrival on campus, student informed of requirements on graduate school website at: http://www2.acs.ncsu.edu/grad/students/current/resident.htm
   - They are given this information at the new student orientation.
   - The website contains detailed information and downloadable forms.

2. Student obtains application from website or at 106 Peele Hall to submit:

   No more than 75 days before the beginning of the semester requested
   - June 1 for Fall
   - October 1 for Spring
   - March 1 for Summer I
   - May 1 for Summer II

   Can be received up to the last day of class for that semester (but if it is sent back for more information, must be returned complete by that day)

   Must be fully complete, with all required attachments or it will be returned.

   Keep a copy for records – materials will not be returned.

3. Response by letter will be sent within two weeks – usually a few days.

4. If more information is needed, will request it by letter.

5. Once a final decision is reached, letter sent to student and copies sent to Department, Cashiers office, Registration & Records, Financial Aid

6. If denied, an appeals card is sent with the letter and the student is required to return it within 14 days to the Graduate School. The appeals committee will contact the student about an appointment.
Graduate Programs Breadth Requirement Course Listings

Group A - Economic & Decision Analysis*

- ISE 711: Capital Investment Economic Analysis
- ISE 712: Bayesian Decision Analysis for Engineers and Managers
- ISE 731: Multi-Attribute Decision Analysis

Group B - Human Factors & Ergonomics*

- ISE/PSY 540: Human Factors in Systems Design
- ISE 541: Occupational Safety Engineering
- ISE 544: Occupational Biomechanics
- ISE/PSY 744: Human Information Processing
- ISE/PSY 745: Human Performance

Group C - Manufacturing Systems*

- ISE 514: Product Engineering
- ISE 515: Manufacturing Process Engineering
- ISE 716: Automated Systems Engineering
- ISE 519: Database Applications in ISE

Group D - Production Systems*

- ISE 723: Production Planning, Scheduling and Inventory Control
- ISE/OR 726: Activity Networks
- ISE 748: Quality Engineering
- ISE 754: Logistics Engineering

Group E - Systems Analysis and Optimization*

- ISE/OR 501: Intro to OR
- OR 504: Introduction to Mathematical Programming
- ISE/OR 505: Linear Programming
- ISE/OR 709: Dynamic Programming
- ISE/OR 760: Applied Stochastic Models in Industrial Engineering
- ISE/OR 761: Queues and Stochastic Service Systems
- ISE/OR 762: Computer Simulation Techniques

Group F - Computer Science, Mathematics, and Statistics**

- CSC 513: E-Commerce Technology
- CSC 520: Artificial Intelligence I
- CSC 570: Computer Networks
- CSC 742: Database Management Systems
- MA 520: Linear Algebra
- MA 580: Numerical Analysis I
- ST 516: Experimental Statistics for Engineers
- ST 711: Design of Experiments

* Advanced courses may be substituted with approval.

** Other graduate level CSC, Math, or Statistics courses may be substituted with approval.
For counseling emergencies, call 919-515-3000.

For students needing medical attention when SHS is closed, visit a local clinic or hospital emergency room. For emergency assistance, contact Campus Police and use a campus Blue Light Emergency Phone.

Most routine visits to providers, health educators, and counselors are covered by a prepaid health services fee. Students do NOT have to be enrolled in the University-sponsored health plan to receive services at the Student Health Center. Students who are enrolled and pay campus fees are eligible for services regardless of their health insurance status. For more information, click here.
Student Legal Services @ NC State University

About Our Service

What Is USLS?

University Student Legal Services (USLS) is a nonprofit corporation initiated by the Student Government at NC State University which is funded by student fees. The purpose of the service is to provide education, advice and representation within the scope of the prepaid legal plan. The service’s plan is registered with the North Carolina State Bar, the parameters of which are set by the students at NC State University.

The service is aimed at helping students resolve their legal problems with as little disruption as possible to their primary educational endeavors. This service promotes preventative law, enabling students to make educated choices.

Confidentiality

The attorneys and Student Legal Staff are not employees of the university and are required to preserve the confidentiality of their clients. Confidentiality is strictly followed.

Those working with our office are bound by the rules of Professional Conduct as they relate to the nondisclosure to anyone of any information that has been disclosed to us by you or obtained for you in the course of our representation of you. The policy is strictly adhered to by our office to encourage clients to freely disclose to us all information which is necessary for your effective legal representation.

Limitations

Student Legal Services is limited in regards to certain services.

- In disputes between two NC State University students we can only advise, we cannot represent.
- In disputes with NC State University we can only advise, we cannot represent.
- In disputes against the State of North Carolina we can advise, we cannot represent.
- We cannot handle real estate matters.
- We cannot handle contested divorce issues.
- We can only advise in matters of child custody.
- We cannot handle tax matters.
- Immigration matters and taxes for international students are best handled by the Office of International Services.
- Student Legal cannot represent in disputes which would violate the attorney's duties under the Rules of Professional Conduct as set out by the North Carolina State Bar.
- Student Legal cannot represent in disputes outside the legal parameters of the prepaid legal plan.
- Student Legal cannot represent in disputes that require appearances outside of the following North Carolina counties: Durham, Wake, Orange, Johnson and Franklin.

Compliments or Complaints

You should first direct your comments to the Director of Student Legal Services. In the case of a complaint, this is to see if a resolution can be reached.

In addition, the University Student Legal Services Advisory Board, which is comprised primarily of student members, determines policy and hears unresolved grievances.

The Director can provide you with the name, address, and telephone number of the Board member to contact to start a formal grievance procedure. Also students can contact the North Carolina State Bar for complaints or issues with an attorney at USLS.

Information provided on this site is not a substitute for legal advice. Consult with our office to discuss your particular case.
Student Legal Services
@ NC State University

Eligibility

Eligibility & Cost
Students who are currently registered at NCSU and who have paid student fees are eligible for our services for the semester.

No additional fees are charged for any of the legal services provided.

The students will, however, be responsible for paying service of process fees and court filing fees if their case is pursued in court.

Unfortunately, those with Postdoctoral titles are ineligible for services at Student Legal.

The services rendered by the attorneys are on an appointment basis only.

If you are a currently registered student and you have paid student fees, call 919-515-7091 or stop by our office in 334 Hargetson Hall for an appointment.

Appointments may be conducted in the office or over the phone.

Please bring any documents that pertain to your case (i.e., letters, lease, contract, or traffic ticket).

Student Legal Services, 334 Hargetson Hall, Box 7123, Raleigh, NC 27695-7123 | Phone: 919 515.7091

Information provided on this site is not a substitute for legal advice. Consult with our office to discuss your particular case.
### 2013 Fall Term Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISE 505-001</td>
<td>TuTh 1:15PM - 2:45PM, Daniels Hall</td>
</tr>
<tr>
<td>ISE 523-001</td>
<td>MoWe 8:30AM - 9:45AM, Daniels Hall</td>
</tr>
<tr>
<td>ISE 760-001</td>
<td>TuTh 1:30PM - 2:45PM, Daniels Hall</td>
</tr>
<tr>
<td>ISE 801-001</td>
<td>Fr 11:20AM - 1:10PM, Daniels Hall</td>
</tr>
<tr>
<td>ST 810-001</td>
<td>MoWe 3:00PM - 4:15PM, SAS Hall</td>
</tr>
</tbody>
</table>

**Search / Enroll**

- My Class Schedule
- Shopping Cart
- My Planner

Other academic...

Cum GPA: [Insert GPA value]

View Enrollment

- Deferral PMT Deadline
- To Do List
- Details

Additional notes or links can be found in the URL section.
- Patent Agreement Initiated NC State University Student Program
- Graduate Transcript Initiated NC State University Student Program
- Graduate Plan of Work Initiated NC State University Student Program
- DR Survey of Earned Doctorate Initiated NC State University Student Program
- DR Signed Title Page Student Program
- DR Request to Schedule Final Oral Initiated NC State University Student Program

Change the options below and click Search.

Below is a list of your current To Do items. To sort or filter your list of To Do items:

DETAILS
Description

Administrative Function: Student Program
Academic Institution: NC State University

Contact

Student Career Nbr: 0
Academic Career: GRAD
Graduate Transcript
The Graduate School
Electronic Thesis & Dissertation (ETD) Workshop

✓ Do you want to graduate ON TIME?
✓ Do you want to save yourself H-O-U-R-S of formatting frustrations?
✓ Do you want to know & understand ETD & Graduation deadlines?

Then the free ETD Workshop is for you.

Meet with the ETD Editor & Graduation Coordinator to get all of your questions answered.

All Master Thesis & Doctoral students should attend this workshop. Students who attend this workshop have a smooth path to graduation.

There is a humongous difference in file quality between students who attend and those who don’t!

Graduate on time! Attend the ETD Workshop today.
Sign-up at etd.ncsu.edu

Don’t take my word for it. Fellow students share...

“This workshop was very helpful. I am glad I chose to attend in person so that you could get immediate clarification and listened to the questions of colleagues. The presenter did an excellent job and was very knowledgeable about all aspects of the ETD process including graduation. I now feel much more comfortable about this process and feel that I know where to go with future questions.”

“The workshop did an excellent job clarifying all of the important details for the completion of the ETD and degree completion overall.”

“It is really helpful to attend the ETD Workshop because we can share many comments on issues that many other students have. In that way, we can form a more comprehensive understanding of the whole process for graduation. I think it a great way to save us a lot of time on looking for information about graduation on-line.”
The 2014-2015 ETD workshop dates are:

- 08/13/14  9:30 a.m. - 12:00 noon
- 08/28/14  9:30 a.m. - 12:00 noon
- 09/08/14  1:30 p.m. - 4:00 p.m.
- 09/30/14  1:30 p.m. - 4:00 p.m.
- 10/09/14  9:30 a.m. - 12:00 noon
- 10/23/14  1:30 p.m. - 4:00 p.m.
- 12/12/14  1:30 p.m. - 4:00 p.m.
- 01/21/15  9:30 a.m. - 12:00 noon
- 02/03/15  1:30 p.m. - 4:00 p.m.
- 02/18/15  9:30 a.m. - 12:00 noon
- 03/10/15  1:30 p.m. - 4:00 p.m.
- 05/29/15  1:30 p.m. - 4:00 p.m.
- 06/09/15  1:30 p.m. - 4:00 p.m.
- 06/24/15  9:30 a.m. - 12:00 noon
Hours & Appointments

Hours
Monday-Friday, 8:00am-5:00pm
Park In Dan Allen Deck — parking meters are no longer available in front of Pullen Hall.

Appointment w/ career counselor
Schedule an appointment with the career counselor who works with your major — easily in ePACK or by calling 919.515.2396.

Appointment w/ co-op coordinator
After you attend an orientation — an appointment may be scheduled with the coordinator who works with your major — by calling 919.515.2300.

Walk-ins
Walk-ins are available for quick questions (10 min.) when school is in session.

- Fall/Spring Semester: Monday through Friday 11:00 am-2:00 pm and Monday 4:00-6:00 pm
- Summer: Monday through Friday 10:00 am-12:00 noon

"The Career Development Center will be valued by North Carolina State University and its partners as the leading resource to meet the comprehensive career development needs of students."
Other Useful Links

Academic Policies
Two important documents lay the foundation for your graduate school years at NC State. The first is the Code of Student Conduct. The second document -- Graduate Administrative Handbook -- is more comprehensive and provides an outline for your graduate career.

Athletics
NC State offers students a wide selection of athletic opportunities. In addition to Wolfpack events, there are a variety of professional athletics within easy access.

- Wolfpack Athletics
  Carolina Hurricanes
  Carolina Panthers
  Durham Bulls

Calendar for Graduate Students
There are several academic calendars that provide essential information, such as class registration schedules, university semester schedules, and deadline information.

Campus Map

Career Center
The Career Center maintains resources in career and employer information, as well as a variety of search resources.

Climate

Computing Resources
NC State offers both generalized and specialized computing resources. Students have access to computing labs as well as the campus data network and on-line support.

Child Care
More and more graduate students need to accommodate families -- and young children, in particular. NC State provides the online Child Care Resource Center, an excellent resource for graduate students with young children! The NC Division of Child Development and Wake County Smart Start Program are also good sources for finding local child care centers.

Financial Aid

- Graduate Funding
  Graduate Student Support Plan
  Financial Aid Office

Graduate School Staff
The Graduate School has a staff available to help you with various graduate school issues. To find out who does what and how to contact them, click HERE.

Graduate Catalog
The Graduate Catalog, in addition to providing links similar to those in this guide, also furnishes
course descriptions, lists of graduate faculty, and information about specific degree programs.

**Health**

- Student Health Center
  - Duke Raleigh Hospital
  - Rex Hospital
  - WakeMed Health and Hospitals

**Hotels**

When you need to find accommodations for family and friends, there are several hotels close to campus. The Holiday Inn Brownstone Hotel and the Velvet Cloak Inn are a short walk from the main campus. Additionally, this LINK will let you find hotel rooms throughout the Raleigh area.

**International Student Information**

The Office of International Services maintains current requirements and information for international students. Here, you will find information on such topics as visas, travel, organizations, and American culture. International students who have English as a second language must take an English Placement Test. Further information can be obtained from the Director of Graduate Programs in your department or from Section 2.3 of the Graduate Administrative Handbook.

**Library**

NC State has one of the finest university libraries in the country, with a rich array of on-line as well as on-site resources.

**Raleigh Area**

Raleigh is a city abundant with major museums and recreational facilities. For more information on what to do, follow these links.

- Raleigh Chamber of Commerce
  - Virtual Raleigh
  - Welcome to Greater Raleigh
  - News Observer
  - WRAL-TV
  - NBC17-TV

**Religion**

- Chaplains' Cooperative Ministries at NC State
  - Raleigh Area Churches
  - Yahoo! Yellow Pages for a list of churches, synagogues, and other religious organizations

**Required Documents for Graduate Students**

Throughout your graduate school experience, various university forms will be required. The Schedule of Required Documents tells you what you need, when you need it, and where you get it.

**Restaurants**

There are many restaurants within walking distance of campus, especially along Hillsborough Street along Western Boulevard, and in Cameron Village. Many others are easily accessible by car -- not only in Raleigh, but also in Cary, Durham, and Chapel Hill. To see a sampling, follow this LINK.

**Shopping**

Shopping districts within easy walking distance of campus include Cameron Village to the north of main campus and Mission Valley on Avent Ferry Road between main campus and Centennial Campus. Two major shopping malls, Cary Towne Center and Crabtree Valley Mall, are within a 15-minute drive from campus.

- Cameron Village
  - Cary Towne Center
Student Organizations

- University Graduate Student Association
- Association for the Concerns of African American Graduate Students
- International Student Organizations
- Student Organizations

Transportation
Because on-campus parking is limited, many students prefer to bike to and around campus or to use one of the bus systems listed below.

- Wolfline 515-WOLF (9653)
- AMTRAK 833-7594 or 1-800-872-7245
- Capital Area Transit 828-7228
- Raleigh-Durham International Airport (RDU) 840-2123
- Triangle Transit Authority 549-9999

To ease travel around the area, you might also want to check out the following transportation information sites:

- NC Traffic Information
- WRAL Traffic

Utilities

<table>
<thead>
<tr>
<th>Service</th>
<th>Provider</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable</td>
<td>Time-Warner Cable</td>
<td>595-4892</td>
</tr>
<tr>
<td>Electric</td>
<td>Progress Energy</td>
<td>508-5400</td>
</tr>
<tr>
<td>Gas</td>
<td>Public Service Company of North Carolina (PSNC)</td>
<td>833-6641</td>
</tr>
<tr>
<td>Telephone</td>
<td>BellSouth-AT&amp;T</td>
<td>1-888-757-6500 27695 (919) 515-2011</td>
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