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

Orientation Seminar for New and Returning Graduate Students

Spring 2014
Friday, January 10, 2014
434 Daniels Hall
11:30 a.m.

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

2. Important dates:

   January 17, 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 - to be announced

   March 3       Last day to withdraw or drop a course without a grade at the all levels.
   Last day to change from credit to audit at all levels. Last day to change
   to credit only.

   March 10 - 14 (Monday -Friday), Spring Break

   April 17 - 18 Spring Holiday

   April 23       Last day of classes

   April 28 – May 6 (Monday through following Tuesday), final examinations.

   May 10         Spring 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, 419 Daniels Hall, Telephone: 515-3997 e-mail address: detaylor2@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 Student Lounge 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 218. 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
Preparing a Plan of Graduate Work (From MyPack Portal)
Graduate Student Support Plan (GSSP) (GSOARS) – See handout
Establishment of N.C. Residency – See handout
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
Group A to E, Group F list – See handout

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 > 2013 Spring Semester

2014 Spring Semester

Academic Calendar

<table>
<thead>
<tr>
<th>January</th>
<th>6</th>
<th>Monday</th>
<th>First day of classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>10</td>
<td>Friday</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, adds processed in 1000 Harris Hall)</td>
</tr>
<tr>
<td>January</td>
<td>17</td>
<td>Friday</td>
<td>Last day to enroll (register) or to add a course. Last day to drop a course, or change from credit to audit with tuition adjustment. Last day for undergraduate students to drop below 12 hours.</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
<td>Monday</td>
<td>Holiday (Martin Luther King, Jr. Day); university closed</td>
</tr>
<tr>
<td>March</td>
<td>3</td>
<td>Monday</td>
<td>Last day to withdraw or drop a course without a grade at the 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>March</td>
<td>10-14</td>
<td>Mon - Fri</td>
<td>Spring Break; no classes</td>
</tr>
<tr>
<td>March</td>
<td>17</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>March</td>
<td>TBA</td>
<td>TBA</td>
<td>Enrollment (Registration) begins for the 2014 Summer Sessions and Fall Semester.</td>
</tr>
<tr>
<td>April</td>
<td>17-18</td>
<td>Thurs - Fri</td>
<td>Spring Holiday; no classes</td>
</tr>
<tr>
<td>April</td>
<td>21</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>April</td>
<td>21-23</td>
<td>Mon - Fri</td>
<td>Last week of classes. In order that students may complete semester projects, take lab tests, and prepare for final examinations, faculty members shall not give any test or quizzes or assign any additional papers or project during the final week of the semester. Exceptions to this policy must be approved in advance by the department head and the dean of the college involved.</td>
</tr>
<tr>
<td>April</td>
<td>23</td>
<td>Wednesday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April</td>
<td>24-25</td>
<td>Thurs-Fri</td>
<td>Reading Days</td>
</tr>
<tr>
<td>April-May</td>
<td>28-6</td>
<td>Mon-Tues</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May</td>
<td>8</td>
<td>Thursday</td>
<td>Grades due by 5 p.m.</td>
</tr>
<tr>
<td>May</td>
<td>10</td>
<td>Saturday</td>
<td>Spring Commencement</td>
</tr>
</tbody>
</table>
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 areregistered 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
<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>Required Document</td>
<td>Thesis Students - 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>
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</tr>
<tr>
<td>Application to Graduate (replaces old Diploma Order Request card)</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 to Schedule the Final Oral Examination (doctoral 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>Request for a Permit to Schedule the Master’s Oral Examination (master's students only)</td>
<td>Immediately after final oral exam</td>
<td>Submitted to the Graduate School by the DGP</td>
</tr>
<tr>
<td>Report on Outcome of Final Oral Examination (master's or doctoral)</td>
<td>Draft submission of thesis or dissertation to Graduate School for thesis review</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>Report on Outcome of Final Oral Examination (master's or doctoral)</td>
<td>Final submission of thesis or dissertation to Graduate School for Graduate School acceptance</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 submission of thesis or dissertation to Graduate School for Graduate School acceptance</td>
<td>Final committee approval of thesis or dissertation</td>
<td>Online approval by the student's advisory committee, through MyPack Portal before 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:
Graduate Student Support Plan (GSSP)

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
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 510: *Applied Eng. Economics*
- 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 hospital emergency room. For emergency assistance, contact Campus Safety 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. 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 office promotes preventative law, enabling the students to make educated choices.

Confidentiality

The attorneys and Student Legal Staff are not employees of the university and are required to preserve the confidences 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 http://ncsu.edu/ois/.
- 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.

Student Legal Services, 334 Harrelson 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.
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 919-709-1 or stop by our office in 334 Harrelson 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).
Details
Complete, official transcripts from universities and colleges attended, including degrees and dates awarded.

Description

AdministrativeFunction: Student Program

Academic Institution: NC State University

Contact

Student Career Number: 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.”

Erica Cutchins <ebcutchi@ncsu.edu>  Fri, Aug 16, 2013 at 1:36 PM
To: Graduate DGPs <group-grad-dgp@ncsu.edu>, Graduate Services Coordinators <group-grad-gsc@ncsu.edu>

Good afternoon DGPs and DGSCs,

Attached is the flyer for the free 2013-2014 Graduate School Electronic Thesis & Dissertation (ETD) Workshops. Please forward this information to all master thesis and doctoral students. Please feel free to include this flyer in your orientation sessions!

The Graduate School recommends that master students attend the ETD Workshop before the end of their first year. The workshop is recommended for doctoral students after they pass their preliminary exam. The ETD Workshops are also helpful to faculty and staff that are unfamiliar with the process and/or want to be able to enhance their advising.

The workshop covers everything ETD & graduation. The ETD workshop provides students with a clear picture of Graduate School requirements, Graduate School deadlines, the ETD review & approval process, and graduation. Students who attend this FREE workshop have a smooth path to graduation. A smooth and happy graduation makes for happy alumni.

I provide both in-person and online ETD workshops. The in-person workshops are in high demand and fill up fast. Encourage your students to sign-up soon. Sign-up is online at etd.ncsu.edu on the Workshop Registration/Videos link.

The workshop dates are:

- Aug 29 PM 1:30-4:00
- Sept 10 AM 9:30-12:00
- Sept 26 PM 1:30-4:00
- Oct 10 AM 9:30-12:00
- Oct 23 PM 1:30-4:00
- Jan 15 AM 9:30-12:00
- Jan 28 PM 1:30-4:00
- Feb 13 AM 9:30-12:00
- Feb 26 PM 1:30-4:00
- Mar 11 AM 9:30-12:00
- Apr 24 PM 1:30-4:00
- May 28 AM 9:30-12:00

Please let me know if you have any questions. Have a fabulous beginning of fall 2013!

Your ETD Editor,

Erica Cutchins
The Graduate School Electronic Thesis & Dissertation (ETD) Editor & Graduation Coordinator
M-F 8:30-4:30
Campus Box 7102, 1005 Capability Drive Raleigh, NC 27695-7102
919-515-4497(P) 919-513-0570 (F) ebcutchi@ncsu.edu

All electronic mail messages in connection with State business which are sent to or received by this account are subject to the NC Public Records Law and may be disclosed to third parties. Emails are also retained for 10 years.
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

Search

Important Sections
NC State Home
ePACK
Internships and Externships
NCSUCareer On The Web
Twitter
Facebook
YouTube

Professional Staff
Career Ambassadors
Hours & Appointments
Fast Facts

Address
2100 Pullen Hall
Campus Box 7303
Pullen Hall, 2nd Floor
Raleigh, NC 27695
e: career-development@ncsu.edu
p: 919-515-2396
f: 919-515-4210

"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 there is 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 Camp. 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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolfline</td>
<td>515-WOLF (9653)</td>
</tr>
<tr>
<td>AMTRAK</td>
<td>833-7594 or</td>
</tr>
<tr>
<td></td>
<td>1-800-872-7245</td>
</tr>
<tr>
<td>Capital Area Transit</td>
<td>828-7228</td>
</tr>
<tr>
<td>Raleigh-Durham International Airport (RDU)</td>
<td>840-2123</td>
</tr>
<tr>
<td>Triangle Transit Authority</td>
<td>549-9999</td>
</tr>
</tbody>
</table>

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

- NC Traffic Information
- WRAL Traffic

Utilities

<table>
<thead>
<tr>
<th>Utility</th>
<th>Service</th>
<th>Phone Number</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>
</tr>
</tbody>
</table>