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

Orientation Seminar for New and Returning Graduate Students

Spring 2015
Friday, January 9, 2015
434 Daniels Hall
11:30 a.m.

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

2. Important dates:

   January 21, 2015 (Census Day) is the 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.

   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

   January 19    Martin Luther King, Jr. holiday, university closed.
   March 4       Last day to withdraw or drop a course without a grade at the all levels.
                 Last day to change from credits to audit at all levels. Last day to change to credit only.
   March 9 - 13  (Monday -Friday), Spring Break
   March 18      Registration begins for the summer and fall 2015
   April 2 - 3   Spring Holiday
   April 24      Last day of classes
   April 29 – May 7  (Wednesday through following Thursday), final examinations.
   May 9         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: wjirwin@ncsu.edu

Administrative Support – Danita Taylor, 400 Daniels Hall, Telephone: 515-2362, 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 4:30-5:45 p.m. 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
Ph.D. Degree Checklist
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

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. To Do List – See handout
   It is on your “MyPack Portal” under student services center page.


14. Career Development Center – See handout

15. Other Useful Links – See handout

16. Question and Answer Period
## 2015 Spring Semester

### Academic Calendar

<table>
<thead>
<tr>
<th>January</th>
<th>7</th>
<th>Wednesday</th>
<th>First day of classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>13</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, adds processed in 1000 Harris Hall)</td>
</tr>
<tr>
<td>January</td>
<td>19</td>
<td>Monday</td>
<td>Holiday (Martin Luther King, Jr. Day); university closed</td>
</tr>
<tr>
<td>January</td>
<td>21</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>
</tbody>
</table>

| March    | 4 | Wednesday | 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. |

**Note:** Students enrolled in mini-courses should consult the Eight-Week Calendar below regarding drop deadlines.

| March    | 9-13 | Mon - Fri | Spring Break; no classes |
| March    | 16   | Monday    | Classes resume at 8:05 a.m. |
| March    | 18   | Wednesday | Enrollment (Registration) begins for the 2015 Summer Sessions and Fall Semester. |
| April    | 2-3  | Thurs - Fri | Spring Holiday; no classes |
| April    | 6    | Monday    | Classes resume at 8:05 a.m. |
| April    | 20-24 | Mon - Fri | "Last Week of Semester" -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.

| April  | 24 | Friday | Last day of classes |
| April  | 27-28 | Mon - Tues | Reading Days |
| April-May | 29-7 | Wed - Thurs | Final Examinations |
| May | 9 | Saturday | Spring Commencement |
| May | 11 | Monday | Grades due by 11:59 p.m. |

**Eight-Week Session Calendars**

**First Session**

| January | 7 | Wednesday | First day of classes |
| January | 21 | Wednesday | 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. |
| January | 19 | Monday | Holiday (Martin Luther King, Jr. Day); university closed |
| January | 29 | Thursday | 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 |
| February | 25 | Wednesday | Last day of classes |

**Second Session**

<p>| January | 21 | Wednesday | 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. |</p>
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>26</td>
<td>Thurs.</td>
<td>First day of classes</td>
</tr>
<tr>
<td>March</td>
<td>3</td>
<td>Tuesday</td>
<td>Last day for undergraduate students to drop a course without a W grade.</td>
</tr>
<tr>
<td>March</td>
<td>9-13</td>
<td>Mon - Fri</td>
<td>Spring Break; no classes</td>
</tr>
<tr>
<td>March</td>
<td>16</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>March</td>
<td>26</td>
<td>Thursday</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</td>
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<tr>
<td>April</td>
<td>2-3</td>
<td>Thurs - Fri</td>
<td>Spring Holiday; no classes</td>
</tr>
<tr>
<td>April</td>
<td>6</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>April</td>
<td>24</td>
<td>Friday</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 Academic Load Schedule of Full-Time Status of Graduate Students for Loan Deferment, Financial Aid, Visa Status, Payroll Tax Withholding, Graduate Student Support Plan Eligibility and Veteran's Benefits Purposes. This schedule will be the only resource used to determine a student's status for these purposes. These definitions apply to all graduate students, U.S. and international, participants and non-participants in the Graduate Student Support Plan. (updated on July 15, 2014)

Fall and Spring Semesters

Graduate students enrolled in degree plans requiring a thesis or dissertation

- **Full Time**
  These students will be full time if they take at least 9 hours per semester until the semester in which a course load of less than 9 credit hours will reach an accumulated total equal to the minimum number of hours required by their program. They should then register for that number of credits, but not less than 3. From that point on, they will continue to be considered full time until they complete their thesis or dissertation, as long as they enroll for at least 3 credit hours.

- **Half Time**
  Should a graduate student in a plan requiring a thesis or dissertation fail to maintain full-time status in any given term, as here defined, they are subject to the requirements governing students in non thesis or dissertation plans (as outlined below) in order to be certified as “Half Time”.

Graduate students enrolled in degree plans not requiring a thesis or dissertation

(1)

- **Full Time**
  These students will be full time if they take at least 9 hours in a given semester.

- **Half Time**
  These students will be half time if they take at least 4.5 hours per semester.

(1) Master's students enrolled in plans allowing both a thesis and a non-thesis option will be classified as “non-thesis” students and subject to these rules until such time as a graduate plan of work designating the thesis-option, is approved by the Graduate School.

Co-op Students

Co-op 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.

Waiver of Hours
Graduate students who meet certain prescribed special conditions, may be certified as either a full-time or half-time in cases where they do not meet the requirements for such as outlined above. A waiver of the uniform academic load rules requires attestation on behalf of the student by their committee chair, academic advisor or the Director of their graduate program and approval by the University.
NC State University

North Carolina State University :: Graduate Home

Home > Handbook > Sections > 3.25 Schedule of Required Documents

### 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)</td>
<td><strong>Thesis Students</strong> - when Final Oral Exam is</td>
<td>Initiated by student online via MyPack Portal, by</td>
</tr>
<tr>
<td>Request card</td>
<td>Scheduled but no later than the Apply to Graduate Deadline</td>
<td>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 page.</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: ________________________________ Date ________________________________

Professor

______________________________ Date ________________________________

Student Signature

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 > Support-plan > Graduate Student Support Plan

Graduate Student Support Plan (GSSP)

For Students section | For Faculty and Staff section

Welcome! The Graduate Student Support Plan is a highly competitive support package used to attract top students to NC State University. Under the Plan, students that meet the GSSP requirements below are eligible to receive health insurance and tuition support (for a limited number of semesters).

- Supported on a qualifying graduate assistantship (teaching or research) or fellowship of, at least, $666.67 per month
- Meet the minimum enrollment requirement - Full-time, at all times
- Enrolled in an on-campus (non-DE) graduate degree plan

The GSSP Handbook and links below explain the plan in more detail and provide answers to some frequently asked questions.

GSSP Handbook
Plan Overview
Important Dates / Deadlines

Other Items of Interest:
Electronic Billing
Benefits of the Student Health Center
Use of Student Health Services Center During the Summer

GSSP Changes - 2012-2013:
GSSP Changes - Memorandum
GSSP Changes - Implementation Details
GSSP Changes - FAQ

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.
# Ph.D. Degree Checklist

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Title</th>
<th>Required Activity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/C</td>
<td>Advisor/Chair</td>
<td>1. Assignment of interim advisor.</td>
<td>DGP</td>
</tr>
<tr>
<td>DGP</td>
<td>Director of Graduate Programs</td>
<td>2. Coursework planning.</td>
<td>ST, A/C</td>
</tr>
<tr>
<td>GAC</td>
<td>Graduate Advisory Committee</td>
<td>3. Schedule and take Qualifying Examination</td>
<td>ST, A/C</td>
</tr>
<tr>
<td>GS</td>
<td>Graduate Secretary</td>
<td>4. Select major advisor or chair.</td>
<td>ST</td>
</tr>
<tr>
<td>GSO</td>
<td>Graduate School Office</td>
<td>5. Form Graduate Advisory Committee.</td>
<td>ST, A/C, GS, DGP</td>
</tr>
<tr>
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<td></td>
<td>7. Assignment of Graduate School Representative (GSR).</td>
<td>GSO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Dissertation research planning, independent study, and/or preliminary research.</td>
<td>ST</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Dissertation protocol submitted to committee; discuss preliminary oral examination dates with graduate advisory committee and Graduate School representative.</td>
<td>ST, GAC, GS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Schedule preliminary oral examination; two and a half weeks advance notice is required.</td>
<td>ST, A/C, DGP, GAC, GS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Notification of preliminary oral examination date (to student, committee, and Graduate School representative).</td>
<td>ST, GS, GSO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Discussion of oral examination procedures.</td>
<td>ST, A/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13. Preliminary oral examination; report of results to graduate school through graduate secretary.</td>
<td>A/C, GS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Approval of dissertation proposal (may occur concurrently with #13 above).</td>
<td>GAC</td>
</tr>
<tr>
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<td>15. Admission to candidacy.</td>
<td>GSO</td>
</tr>
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<td>16. Attend thesis workshop.</td>
<td>ST</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17. Dissertation draft submitted to chair for review.</td>
<td>ST, A/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18. With chair approval, submit dissertation draft to committee for review; discuss dates for oral examination.</td>
<td>ST, GAC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19. Schedule final oral examination, two and a half weeks</td>
<td>ST, A/C, DGP, GSO</td>
</tr>
</tbody>
</table>
advanced notice is required; submit brief abstract of dissertation.  

20. Notification of examination date to student, committee, and Graduate School representative.  

21. Dissertation revisions (if necessary) to committee and Graduate School representative.  

22. Discussion of final oral examination procedures  

23. Oral examination; report of results to Graduate School through graduate secretary.  

24. Submit dissertation copies to Graduate School; appointment with Thesis Editor is required.
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 515: Manufacturing Process Engineering
- ISE 714: Product MFG Engineering for the Medical Device Industry
- 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.

Contact Information: For more information please contact Ms. Cecilia Chen, Graduate Administrative Assistant.
Student Health Services
2815 Cates Avenue
Campus Box 7304
Raleigh, NC 27695-7304
919.515.2563

Policy Disclaimer
Student Affairs
Last updated October 4, 2011 ->

For counseling emergencies, call 919-515-3000.

For students needing medical attention when SHS is closed, visit a local urgent care center 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 insurance plan to use the Student Health Center. Students who are enrolled in and pay campus fees are eligible for services regardless of their health insurance status. For more information, click here.
About Our Service

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 scrupulously 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 on 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.

Complaints or Complaints

You should first direct your comments to the Director of Student Legal Services. In the case of a complaint, this is to use 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 ULSL.

Contact Us

Student Legal Services, 324 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.
Student Legal Services
@ NC State University

Home

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 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 515-7091 or stop by our office in 334 Harralson 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 Harralson 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.
### Academics

#### Search / Enroll

- My Class Schedule
- Shopping Cart
- My Planner

#### Deadlines

**2013 Fall Term Schedule**

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISE 505-001 LEC (13289)</td>
<td>TuTh 11:45AM - 1:00PM, 00322 Daniels Hall</td>
</tr>
<tr>
<td>ISE 723-001 LEC (5647)</td>
<td>MoWe 8:30AM - 9:45AM, 00327 Daniels Hall</td>
</tr>
<tr>
<td>ISE 760-001 LEC (5649)</td>
<td>TuTh 1:30PM - 2:45PM, 00214 Daniels Hall</td>
</tr>
<tr>
<td>ISE 801-001 LEC (5651)</td>
<td>Fr 11:20AM - 1:10PM, 00218 Daniels Hall</td>
</tr>
<tr>
<td>ST 810-001 LEC (10106)</td>
<td>MoWe 3:00PM - 4:15PM, 02229 SAS Hall</td>
</tr>
</tbody>
</table>

#### URL

- [print my schedule](#)
DETAILS

- Patent Agreement Initiated NC State University Student Program
- Graduate Transcripts Initiated NC State University Student Program
- Graduate Plan of Work Initiated NC State University Student Program
- DR Survey of Earning 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,
Complete, official transcripts from universities and colleges attended, including degrees and dates awarded.

Description

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."

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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 or 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 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 may also want to check out the following transportation information sites:

- NC Traffic Information
- WRAL Traffic

Utilities

- Cable: Time-Warner Cable, 595-4892
- Electric: Progress Energy, 508-5400
- Gas: Public Service Company of North Carolina (PSNC), 833-6641
- Telephone: BellSouth-AT&T, 1-888-757-6500 27695 (919) 515-2011

North Carolina State University Raleigh,