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

Orientation Seminar for New and Returning Graduate Students

Spring 2016
Friday, January 15, 2016
434 Daniels Hall
11:30 a.m.

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

2. Important dates:

   **January 20, 2016 (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 18    Martin Luther King, Jr. holiday, university closed.

   March 2       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 7 - 11  (Monday -Friday), **Spring Break**

   March 16      **Registration begins for the summer and fall 2016**

   March 25      **Spring Holiday**

   April 25      **Last day of classes**

   April 27 – May 5 (Wednesday through following Thursday), **final examinations.**

   May 7         **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, 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

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

Student Offices - TBA

4. Departmental Seminar and Attendance

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.

All students are expected to be on campus on the first day of classes in the Fall and Spring semesters.

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.
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
## 2016 Spring Term

### Regular Session Academic Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>6</td>
<td>Wednesday</td>
<td>First day of classes</td>
</tr>
<tr>
<td>January</td>
<td>12</td>
<td>Tuesday</td>
<td>Last day to add a course without permission</td>
</tr>
<tr>
<td>January</td>
<td>18</td>
<td>Monday</td>
<td>Holiday (Martin Luther King, Jr. Day); university closed</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
<td>Wednesday</td>
<td>Census Date/Official Enrollment Date</td>
</tr>
<tr>
<td>March</td>
<td>2</td>
<td>Wednesday</td>
<td>Drop/Revision Deadline</td>
</tr>
<tr>
<td>March</td>
<td>7-11</td>
<td>Mon-Fri</td>
<td>Spring Break; no classes</td>
</tr>
<tr>
<td>March</td>
<td>14</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>March</td>
<td>16</td>
<td>Wednesday</td>
<td>2016 Summer/Fall enrollment begins</td>
</tr>
<tr>
<td>March</td>
<td>25</td>
<td>Friday</td>
<td>Spring Holiday; no classes</td>
</tr>
<tr>
<td>March</td>
<td>28</td>
<td>Monday</td>
<td>Classes resume at 8:05 a.m.</td>
</tr>
<tr>
<td>April</td>
<td>19-25</td>
<td>Tues-Mon</td>
<td>Last week of semester</td>
</tr>
<tr>
<td>April</td>
<td>25</td>
<td>Monday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April</td>
<td>26</td>
<td>Tuesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April-May</td>
<td>27-5</td>
<td>Wed.-Thurs.</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May</td>
<td>7</td>
<td>Saturday</td>
<td>Spring Commencement</td>
</tr>
<tr>
<td>May</td>
<td>9</td>
<td>Monday</td>
<td>Grades due by 11:59 p.m.</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 Academic Load Schedule of Full-Time Status of Graduate Students for Loan Deferral, 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.
North Carolina State University  
The Graduate School

CHANGE OF DEGREE STATUS OR CURRICULUM

To: Dean of the Graduate School

From: Program Director  Yahya Fathi / Industrial Engineering  
     Director’s name / Program name

Student Information
Name:  
Emplid:  
Citizenship:  ☑ U.S. Student  ☑ International Student
Is Student in good academic standing?  ☑ Yes  ☐ No  ☐ No Grades  Cumulative GPA = 3.861
Did Student receive a graduate degree at NC State?  ☑ Yes  ☑ No

Current Program / Plan / Subplan(s):  
1) Industrial Engineering / Industrial Engineering-MS /

Effective Semester and Year of Change/Request:  Spring 2011

Action: change an academic plan

Check the Program / Plan / Subplan to be changed:  
· Industrial Engineering/Industrial Engineering-MS/

Select New Program  Select Program
Select New Plan / Subplan  Select Plan / Subplan

For liaisons only (academic structure):  

Justification (indicate if attached)

________________________________________________________________________
Student (Signature/Date or attached letter/email)

________________________________________________________________________
Current Program Director (Signature/Date)

Embedding the DGP for the New Program is the same as the DGP for the Current Program.

________________________________________________________________________
New Program Director (if appropriate, Signature/Date)

Graduate School Approval/Date:  

Revised 8/12/2010
### 3.25 Schedule of Required Documents

<table>
<thead>
<tr>
<th>Required Forms/Actions*</th>
<th>Who Initiates</th>
<th>When Required</th>
<th>Who Initiates</th>
<th>When Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete, official transcripts from universities and colleges attended, including degrees and dates awarded</td>
<td>Student</td>
<td>Before the beginning of the first semester of enrollment or within the first semester of enrollment</td>
<td>Student</td>
<td>Before the end of the first semester of enrollment</td>
</tr>
<tr>
<td>Patent Agreement</td>
<td>Student</td>
<td>During second semester or earlier</td>
<td>Student</td>
<td>During second semester or earlier</td>
</tr>
<tr>
<td>Appointment of Advisory Committee and submission of Plan of Work</td>
<td>Advisor and Committee</td>
<td>After Plan of Graduate Work has been approved by Graduate School</td>
<td>Advisor and Committee</td>
<td>After Plan of Graduate Work has been approved by Graduate School</td>
</tr>
<tr>
<td>Assignment of Graduate School Representative, if required (doctoral students only)</td>
<td>Graduate School</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>Graduate School</td>
<td>Immediately after oral examination is completed</td>
</tr>
<tr>
<td>Request to Schedule the Preliminary Oral Examination (doctoral students only)</td>
<td>Student</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>Student</td>
<td>Immediately after oral examination is completed</td>
</tr>
<tr>
<td>Report on Outcome of Preliminary Oral Examination (doctoral students only)</td>
<td>Graduate School</td>
<td></td>
<td>Graduate School</td>
<td></td>
</tr>
<tr>
<td>Application to Graduate School (Master students only)</td>
<td>Student</td>
<td></td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Application to Graduate School (Doctoral students only)</td>
<td>Student</td>
<td></td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Thesis Students - When Final Oral Exam is Scheduled but no later than the Apply to Graduate School Deadline</td>
<td>Student</td>
<td></td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Thesis Students - When Final Oral Exam is Scheduled but no later than the Apply to Graduate School Deadline</td>
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<td>Student</td>
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</tr>
<tr>
<td>Thesis Students - When Final Oral Exam is Scheduled but no later than the Apply to Graduate School Deadline</td>
<td>Student</td>
<td></td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Deadline</td>
<td>Responsible Party</td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
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<td></td>
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</tr>
<tr>
<td>Request for a Permit to Schedule the Master's Oral Examination</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>
<td></td>
<td></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>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft submission of thesis or dissertation to Graduate School</td>
<td>Immediately after final examination is successfully completed (within 24 hours of receiving an unconditional pass). 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>
<td></td>
<td></td>
</tr>
<tr>
<td>Final submission of thesis or dissertation to Graduate School for</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>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate School acceptance</td>
<td></td>
<td></td>
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</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>
<td></td>
<td></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
9. Project Time Schedule and Milestones:

8. Criteria of Performance (Projects or Products) to be submitted and graded:

7. Brief Abstract of Project:

6. Title of Project:

5. Responsible Faculty:

4. Proposed Credit Hours:

3. Semester:

2. Course No.:

1. Name of Student:

Date Student Signature

Date

APPROVAL:

Should be filled in at the level of detail required by the Supervising Faculty member.

GRADUATE STUDENT PROJECT/STUDY CONTRACT

To be filled in at the beginning of the respective semester and signed by student and
Create or update your plan of work and advisory committee.

### Helpful Links

- [How to create my plan of work](#)
- [How To Video](#)

### Requirements

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirement/Course Description</th>
<th>Class</th>
<th>Section</th>
<th>Units</th>
<th>Term</th>
<th>Enrolled</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>Choose 1 from Group A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Choose 1 from Group B</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Major</td>
<td>Choose 1 from Group C</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Major</td>
<td>Choose 1 from Group D</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Major</td>
<td>Choose 1 from Group E</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>Choose 1 from Group F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Choose 1 from Group F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Options

- Add Row
- Save
- Submit For Approval
- Start Over
Student Support Plan

- Graduate education and Graduate Certificate programs do not qualify for the Graduate Support Plan.
- Enrolled in an on-campus masters or doctoral program.
- Meet the minimum enrollment requirement - full-time, at all times.
- Least, $666.67 per month.
- Support on a graduate assistantship (teaching or research) or fellowship of at least $666.67 per month.
- Support on another financial aid package.

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

For more information regarding eligibility for the Graduate Student Support Plan, please see the Requirements & A-Glance Chart or Eligibility Summary.
Residency for Tuition Purposes

IMPORTANT: The tuition classification laws described here apply to all students in the University of North Carolina - Public System. The forms and procedures described below are intended primarily for those who are currently enrolled as non-resident students for tuition purposes but who are desiring to seek a change in tuition residency classification to in-state status.

Applicants to NC State typically have their initial tuition residency status determined based on responses they provide as part of their admissions application. Applicants should complete the form(s) accessible on this site only upon explicit recommendation of their respective admissions office. A NC State Unity account is required in order to complete this residency application.

Click on the plus sign next to the heading to display additional information.

Application Deadlines

Students are encouraged to submit their Tuition Reclassification Application and supporting documentation as soon as appropriate during the eligible enrollment semester after the 12 month (365 days) domicile requirement has been met.

<table>
<thead>
<tr>
<th>ENROLLMENT SEMESTER</th>
<th>APPLICATION WINDOW OPENS</th>
<th>APPLICATION WINDOW CLOSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>September 14</td>
<td>10th day of class, Spring semester</td>
</tr>
<tr>
<td>Summer Session I</td>
<td>March 1</td>
<td>3rd day of class, Summer Session I</td>
</tr>
<tr>
<td>Summer Session II</td>
<td>March 1</td>
<td>3rd day of class, Summer Session II</td>
</tr>
<tr>
<td>Fall</td>
<td>March 1</td>
<td>10th day of class, Fall semester</td>
</tr>
</tbody>
</table>

Click here for the online Tuition Reclassification Application. Veterans and their dependents who wish to apply for in-state tuition, using the 'Choice Act', please request a paper application by sending an email to Residency-Officer@ncsu.edu.

Supplemental Forms

Supporting Documentation

General Information

Basic Requirements of Legal Residency

Establishment of Domicile

Specific Exceptions

Contact Information

Email: residency-officer@ncsu.edu
Telephone: 919-513-1287
Fax: 919-513-0570
Address: NCSU Residency Officer 1000 Main Campus Drive, Campus Box 7102, Raleigh, NC 27695-7102
Office hours: Monday through Friday, 8:00am-5:00pm EST

North Carolina Residency for Tuition Purposes Handout (PDF)

Portions of the information above have been excerpted from G.S. 116-143 and the North Carolina State Residence Manual. For further details please refer to the original documents hyper linked above.
# Ph.D. Degree Checklist

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/C</td>
<td>Advisor/Chair</td>
</tr>
<tr>
<td>DGP</td>
<td>Director of Graduate Programs</td>
</tr>
<tr>
<td>GAC</td>
<td>Graduate Advisory Committee</td>
</tr>
<tr>
<td>GS</td>
<td>Graduate Secretary</td>
</tr>
<tr>
<td>GSO</td>
<td>Graduate School Office</td>
</tr>
<tr>
<td>ST</td>
<td>Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected Time to Complete</th>
<th>Required Activity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon Arrival</td>
<td>1. Assignment of interim advisor.</td>
<td>DGP</td>
</tr>
<tr>
<td>Upon Arrival</td>
<td>2. Coursework planning.</td>
<td>ST, A/C</td>
</tr>
<tr>
<td>Summer Year 1</td>
<td>3. Schedule and take Qualifying Examination</td>
<td>ST, A/C</td>
</tr>
<tr>
<td>Year 1 or 2</td>
<td>4. Select major advisor or chair.</td>
<td>ST</td>
</tr>
<tr>
<td>Year 2 or 3</td>
<td>5. Form Graduate Advisory Committee.</td>
<td>ST, A/C, GS, DGP</td>
</tr>
<tr>
<td>Year 3</td>
<td>6. Submit Plan of Graduate Work.</td>
<td>ST, A/C, GS, DGP</td>
</tr>
<tr>
<td></td>
<td>7. Assignment of Graduate School Representative (GSR).</td>
<td>GSO</td>
</tr>
<tr>
<td></td>
<td>8. Dissertation research planning, independent study, and/or preliminary research.</td>
<td>ST</td>
</tr>
<tr>
<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</td>
</tr>
<tr>
<td></td>
<td>10. Schedule preliminary oral examination; two and a half weeks advanced notice is required.</td>
<td>ST, A/C, DGP</td>
</tr>
<tr>
<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>12. Discussion of oral examination procedures.</td>
<td>ST, A/C</td>
</tr>
<tr>
<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>Year 3</td>
<td>14. Approval of dissertation proposal (may occur concurrently with #13 above).</td>
<td>GAC</td>
</tr>
<tr>
<td></td>
<td>15. Admission to candidacy.</td>
<td>GSO</td>
</tr>
<tr>
<td></td>
<td>16. Attend thesis workshop.</td>
<td>ST</td>
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<tr>
<td></td>
<td>17. Dissertation draft submitted to chair for review.</td>
<td>ST, A/C</td>
</tr>
<tr>
<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>19. Schedule final oral examination, two and a half weeks</td>
<td>ST, A/C, DGP,</td>
</tr>
</tbody>
</table>
Year 5 (Year 4 with prior master's degree)

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 through graduate secretary.
23. Oral examination; report of results to Graduate School.
24. Submit dissertation copies to Graduate School; appointment with Thesis Editor is required.

advanced notice is required; submit brief abstract of dissertation.
Group F - Computer Science, Mathematics, and Statistics

- ISE OR 762: Computer Simulation Techniques
- ISE OR 716: Queues and Stochastic Service Systems
- ISE OR 760: Applied Stochastic Models in Industrial Engineering
- ISE OR 709: Dynamic Programming
- ISE OR 502: Linear Programming
- OR 504: Introduction to Mathematical Programming
- ISE OR 501: Intro to OR

Group E - Systems Analysis and Optimization

- ISE 754: Logistics Engineering
- ISE 748: Quality Engineering
- ISE OR 726: Activity Networks
- ISE 722: Production Planning, Scheduling and Inventory Control

Group D - Production Systems

- ISE 519: Database Applications in ISE
- ISE 316: Automated Systems Engineering
- ISE 314: Production Process Engineering for the Medical Device Industry
- ISE 315: Manufacturing Process Engineering

Group C - Manufacturing Systems

- ISE/Psy 745: Human Performance
- ISE/Psy 744: Human Information Processing
- ISE 444: Occupational Biomechanics
- ISE 244: Occupational Safety Engineering
- ISE/Psy 540: Human Factors in Systems Design

Group B - Human Factors & Ergonomics

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

Group A - Economic & Decision Analysis

Graduate Programs Breadth Requirement Course Listings
• 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
(Http://healthypack.dasa.ncsu.edu/)

Care Provided (http://healthypack.dasa.ncsu.edu/care-provided/)

Appointments (http://healthypack.dasa.ncsu.edu/appointments/)

Insurance (http://healthypack.dasa.ncsu.edu/insurance-and-billing/)

Health Records (http://healthypack.dasa.ncsu.edu/health-records/)

Health Resources (http://healthypack.dasa.ncsu.edu/health-resources/)

HealthWeb (http://healthypack.dasa.ncsu.edu/healthweb/)

About Student Health (http://healthypack.dasa.ncsu.edu/about/)

NC State Student Health Services is nationally ranked among the best student health services in the U.S. and is ranked #1 in North Carolina by the Princeton Review
Pharmacy (http://healthypack.dasa.ncsu.edu/care-provided/pharmacy/)

Emergencies and Urgent Care (http://healthypack.dasa.ncsu.edu/about/hours-of-operation/emergency-procedures/)

Location and Hours (http://healthypack.dasa.ncsu.edu/about/)

Appointment (http://healthypack.dasa.ncsu.edu/appointments/)

UPCOMING EVENTS | SEE MORE... (http://healthypack.dasa.ncsu.edu/events)

Aug 22

Packapalooza!

Location: Hillsborough Street

Description: Packapalooza is an all-day block

More details... (https://www.google.com/calendar/event?ei=dX7n69w16oxEOAS-qoCw)

HFhZHM1NmxkZ2MgbmNzdS5IzHVfbz
NnanEzcWFxcDd2aDZ0ZXVuOXZ1djB0aGNAZw)
The Fall 2015 waive/enrollment deadline is September 10th. Waivers must be submitted EACH semester by the posted deadline in order to receive a premium refund. Refunds are not given after the posted deadline.

The Voluntary Plan and dependent/spousal coverage through StudentBlue will no longer be offered. This change also removes the option for the three month extension of the insurance plan. You may check healthcare.gov or bcbsnc.com for other health insurance options.

Health insurance premiums are not included in the total cost of attendance. Students who purchase the university’s health insurance plan may contact their financial aid counselor to request the expense be included in their individual cost of attendance.
COUNSELING CENTER
(Http://counseling.dasa.ncsu.edu/)

Services (http://counseling.dasa.ncsu.edu/services/

Resources (http://counseling.dasa.ncsu.edu/resources/

Workshops and Programs (http://counseling.dasa.ncsu.edu/workshops-
and-events/) 

People (http://counseling.dasa.ncsu.edu/people/

Graduate Training (http://counseling.dasa.ncsu.edu/graduate-training/

Forms (http://counseling.dasa.ncsu.edu/forms/

About the Counseling Center (http://counseling.dasa.ncsu.edu/about-us/)

Getting help can be hard. The Counseling Center at NC State is here to make it easier. Our diverse staff is trained to address problems common on college campuses, from social anxiety to academic performance.
primarily short-term in nature, and we ensure the strictest confidentiality possible.
Let us help you

- Living will
- Preparing an estate plan
- Protecting your identity
- Protecting your family and loved ones
- Protecting your business assets

Do you want to

- Protect your assets
- Protect your family
- Protect your future
- Protect your business

Are you having problems with

- Your landlord
- Your employer
- Your professors
- Your classmates

Unsure what to do

Welcome to Student Legal Services
Offering free legal service to the students of NC State

@ NC State University
Student Legal Services
What is the Student Center?

- The Student Center is your central resource for personal, academic and financial information.

- Find it here: Main Menu > Student Self Service > Student Center
**Enroll:** Access enrollment with one click.

**Alerts:** Provide notification of important developments.

**Holds:** Lists advising and other holds.

**To Do List:** Displays university and academic deadlines.

**Enrollment Dates:** Shows enrollment dates for future semesters.

**Advisor:** Provides information about your academic advisor(s).

**Student Affairs:** Easy access to frequently-needed services.

**Registration and Records:** Convenient links to commonly-needed resources.

**Graduate School:** Grad students can access necessary forms and resources.
1. **Grades** conveniently appear on this page as they are available.
2. **Important links** for common tasks, including access to your Degree Planner ("Plan") and a summary of your academic data.
3. **Access** other important information via this dropdown.
4. **Clicking the "Deadlines" icon** will show you the academic calendar for that course (drop dates, etc.). The URL icon appears if there is a URL associated with the course.
5. **Produce** a convenient, printable version of your schedule with this link.
Shan's Student Center

Grades

Term	Subject	Catalog	Section	Grade

Cum GPA:

Academics

2015 Fall Term Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISE 585-001 LEC (9652)</td>
<td>TuTh 11:45AM - 1:00PM 00125 Withers Hall</td>
</tr>
<tr>
<td>ISE 723-001 LEC (4429)</td>
<td>MoWe 8:30AM - 9:45AM 00327 Daniels Hall</td>
</tr>
<tr>
<td>ISE 760-001 LEC (4431)</td>
<td>TuTh 10:15AM - 11:30AM 00353 Daniels Hall</td>
</tr>
<tr>
<td>ISE 801-001 LEC (4433)</td>
<td>Fr 11:20AM - 1:10PM 00434 Daniels Hall</td>
</tr>
<tr>
<td>MA 748-001 LEC (7630)</td>
<td>MoWeFr 10:15AM - 11:05AM 01220 SAS Hall</td>
</tr>
</tbody>
</table>

To Do List

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

Enrollment Dates

- Enrollment Appointment
  You may begin enrolling for the 2015 Fall Term Regular Academic Session session on March 18.
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."
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.

Express Hours
Express hours are available for quick questions (10 min.) Monday-Friday 11am - 2pm.
Express hours are offered during the fall and spring semesters, when school is in
Shopping

Two major shopping malls, Cary Towne Center and Crabtree Valley Mall, are within a 15-minute drive from campus. Campuses and Mission Valley on Avon Ferry Road between main campuses and campus are easily accessible by car -- not only in Raleigh, but also in Cary, Durham, and Chapel Hill. To see a sampling, follow this link.

There are many restaurants within walking distance of campus, especially along Hillsborough Street.

Restaurants

Required documents for graduate students:

- NC State Cooperative Ministries at NC State
- Chaplains
- Religious Area Chapel
- Religious Area Church
- Religious Area Campus

Religion

- WUNC-TV
- WRAL-TV
- Newsobserver
- Raleigh Weekly
- Raleigh Chamber of Commerce

Religious Area

There is a city abundant with major museums and recreational facilities. For more information on Raleigh, see the Raleigh Area Resources.

NC State has one of the best University Libraries in the country, with a rich array of on-line as well.

Library

International Student Information

Department or Form section 2.3 of the Graduate Administrative Handbook.

Placement Test. Further information can be obtained from the director of graduate programs in your discipline

Culture: International students who have English as a second language must take an English test.

Services: Here, you will find information on such topics as visas, travel, organizations, and more.

The Office of International Services maintains current requirements and information for international students.

Campus

Campus the holiday inn and downtown hotel and the vet and cock Inn are a short walk from the mall. When you need to find your location throughout the Raleigh area.

Hotels

- Raleigh Marriott City Center
- Student Health Center

Health

Course descriptions, lists of graduate faculty, and information about specific degree programs.
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

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

North Carolina State University  Raleigh, NC