

North Carolina State University
Edward P. Fitts
Department of Industrial & Systems
Engineering

1. Welcome from Professor Julie Swann, Department Head
2. Important dates:

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

Census Day -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 link for the online training will be sent in an email.

ISE GSA Social Events -- Welcome Picnic and End of Year Picnic – to be announced

First day of classes

Last day to add a course without permission

Census Date

Labor Day (University closed)

Fall Break

Drop/Revision Deadline

Thanksgiving Holiday (University closed)

Last day of classes

Reading Days

Final Exams

Fall Commencement Exercises

3. Information about the Department of Industrial Engineering

Departmental offices:

Main office – Fitts Woolard Hall (FWH) 915 Partners Way, Room 4121J
Telephone: 919-515-2362

Director of Graduate Programs – Dr. Yahya Fathi, FWH, room 4181
Telephone: 919-515-6417

email address: fathi@ncsu.edu

Graduate Services Coordinator – Kendall Walker, FWH, room 4311F
Telephone: 919-515-6410
email address: ise-gradoffice@ncsu.edu

Office Support Staff & Pre and Post Award Specialist– Emily Lewis, FWH, 4121J,
Telephone: 919-513-3617
email address: beulm@ncsu.edu

Administrative Office Manager – Tim Switzer, FWH, room 4121L
Telephone: 515-6401
email address: debbie_allgood@ncsu.edu

Departmental Bookkeeper – Christina Pucci, FWH, room 4121H,
Telephone: 515-7530
email address: cmpucci@ncsu.edu

Executive Assistant – Karen Welton, FWH, room 4121G
Telephone: 919-515-6405
email address: kwelton@ncsu.edu

Undergraduate Administrative Support Specialist - Danita Taylor, FWH, room 4311K
Telephone: 515-7530
email address: detaylo2@unity.ncsu.edu

Contracts and Grants Manager – Nataliya Vanchosovych, FWH, room 4121B

Telephone: 919-515-3454

email address: nvancho@ncsu.edu

4. Departmental Seminar

Departmental graduate seminars are held (almost) every Friday during the period 11:00 a.m.-12:00 p.m. in Fitts Woolard Hall, room 2336. Refreshments will be served at 10:30 a.m. in Room 428 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 Monday afternoons from 4:30-5:45. 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.

NC State All Campus Card--Is obtained in the Talley Student Union, 8:00 a.m.-6:00 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.

ISE Resources for Current Students – Click the [link](#) to view resources

This slideshow has essential resources that will significantly benefit you as a Graduate student. Please check here for information before reaching out to the ISE Graduate Coordinator.

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

[Reduced Course Load for International Students](#) – Click the link to visit website

[Changing Curriculum or Degree Objective](#) – Click the link to visit website

Please click [here](#) for instructions.

Co-Op (CPT) and OPT– See the following websites

<https://internationalservices.ncsu.edu/curricular-practical-training/>

<https://internationalservices.ncsu.edu/optional-practical-training/>

Schedule of Required Documents

<http://catalog.ncsu.edu/graduate/graduate-handbook/schedule-required-documents/>

Graduate Student Project/Study Contract – Complete form and submit to the ISE office via email

<https://www.ise.ncsu.edu/wp-content/uploads/2018/09/study-project-contract-2018-02.pdf>

6. Parking Permits--

Applications for parking permits are done entirely online. NCSU Transportation website, Student Permit Information:

<https://transportation.ncsu.edu/student-parking/>

In early July, graduate students are the first to be able to purchase the parking permits. The website will post the date. Be sure and have ready your Student ID, make and model of car, and automobile license number. The parking permit is a virtual parking permit, your license plate is your permit. Be sure to click on “Transportation Updates” for complete information.

7. Other Administrative and Academic Issues

Interim Advisor

Ph.D.	Degree	Checklist
https://www.ise.ncsu.edu/wp-content/uploads//2020/03/phd-degree-checklist-accessibility-compliant-03-2020.pdf		

Graduate Plan of Work (From MyPack Portal) - ISE Requirements At-a-Glance Chart on Website

<https://www.ise.ncsu.edu/future-students-parents/degrees/plan-graduate-work-pogw/>

Submit Patent Agreement – Student Center – Tasks and Holds

[Breadth Requirement Course Listing](#) – Click the link to visit website

[Graduate Student Support Plan \(GSSP\)](#) – Click the link to visit website

Establishment of N.C. Residency.

Website: <https://grad.ncsu.edu/admissions/residency/>

Current graduate students applying for residency next year: Begin completing your residency acts (outlined on webpage in the Basic Requirements of Residency) about a year before you will be applying for residency. You will need to wait until you have lived in North Carolina for 365 days before applying through the RDS system or you will automatically receive a determination of out-of-state. If you do apply too early, you can log back into your RDS account and Request a Reconsideration once you have met the 365 day requirement. Any questions and concerns can be directed to: rdsinfo@ncresidency.org or 919-835-2290, or 844-319-3640.

8. Webpage for the **ISE Graduate Student** – Look for “myISE” in top banner of homepage for quick access to important items on the website. Find Graduate Student Information:

<https://www.ise.ncsu.edu/current-students/graduate-student-information/>

9. Medical and Counseling Assistance

a. **[Student Health Center](#)** - Click the link to view website

b. [Counseling](#) - Click the link to view website

10. [University Student Legal Services](#) – Click the link to view website

11. ISE GSA Student Chapter - <https://getinvolved.ncsu.edu/organization/isegsa>

12. [Graduate School Electronic Thesis & Dissertation \(ETD\) Workshop](#) – Click the link to view website

13. [Career Development Center](#) – Click the link to view website

14. Question and Answer Period



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

From the Graduate School Website

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



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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.



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North Carolina State University
The Graduate School

CHANGE OF DEGREE STATUS OR CURRICULUM

To: Dean of the Graduate School

From: Program Director

Student Information

Name: Emplid:

Citizenship: ☐ U.S. Citizen ☐ International Student

Is Student in good academic standing? ☐ Yes ☐ No ☐ No grades Cumulative GPA =

Did Student receive a graduate degree at NC State? ☐ Yes ☐ No

Degree awarded:

Current Program / Plan / Subplan(s):

Effective Semester and Year of Change/Request:

Action :

Program to be added:

Plan / Subplan:

Academic Structure

☐ Co-Major ☐ En-route Masters ☐ Multiple Masters

Justification (indicate if attached):

Student (Signature/Date or attached letter/email)

Current Program Director (Signature/Date)

New Program Director (if appropriate, Signature/Date)

Graduate School Approval/Date: _____ Revised 2/21/2011

NOTE - please be advised that changes in a students curriculum (ex. switches from a doctoral plan to a masters plan) may have financial implications, including potential impact on Financial Aid and GSSP eligibility.



Schedule of Required Documents

From the Graduate School Website

REQUIRED FORMS/ACTIONS*	WHEN REQUIRED	WHO INITIATES
Complete, official transcripts from universities and colleges attended, including degrees and dates awarded	Before the beginning of the first semester of enrollment	Student is responsible for providing official transcripts to the Graduate School
Patent Agreement	Before the end of the first semester of enrollment	Student online via Student Self-Services in MyPack Portal
Appointment of Advisory Committee and submission of Plan of Work	During second semester or earlier	Student with Advisor and Committee. Approved and submitted to the Graduate School by the DGP (doctoral students only)
Assignment of Graduate School Representative, if required (doctoral students only)	After Plan of Graduate Work has been approved by Graduate School	Graduate School
Request to Schedule the Preliminary Oral Examination (doctoral students only)	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	Student and submitted to the Graduate School by the DGP
Report on Outcome of Preliminary Oral Examination (doctoral students only)	Immediately after oral examination is completed	Submitted to the Graduate School by the DGP within 5 working days of exam
Application to Graduate (replaces old Diploma Order Request card)	Thesis Students – when Final Oral Exam is Scheduled but no later than the Apply to Graduate Deadline	Student online via MyPack Portal , by navigating to <i>Student Self Services >> Degree Progress/Graduation >> Apply for Graduation</i>
Request to Schedule the Final Oral Examination (doctoral students only)	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	Student and submitted to the Graduate School by the DGP. Student must also apply to graduate at the same time via MyPack Portal
Request for a Permit to Schedule the Master's Oral Examination (master's students only)	Must be received in the Graduate School at least 10 working days before the examination is scheduled	Initiated by student and submitted to the Graduate School by DGP. Student must also apply to graduate at the same time via MyPack Portal
Report on Outcome of Final	Immediately after final oral	Submitted to the Graduate School by



REQUIRED FORMS/ACTIONS*	WHEN REQUIRED	WHO INITIATES
Oral Examination (master's or doctoral)	exam	the DGP
Draft submission of thesis or dissertation to Graduate School for thesis review	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	Student must electronically submit the draft PDF file to the Thesis Editor via the ETD submission system for the thesis review.
Final submission of thesis or dissertation to Graduate School for Graduate School acceptance	Final error free file must be submitted before the deadline for the semester as noted in the Graduate School Calendar	Student must electronically submit the final error free file to the Thesis Editor via the ETD submission system for acceptance by the Graduate School
Final committee approval of thesis or dissertation	Online approval by the student's advisory committee, through MyPack Portal before the deadline for the semester as noted on the ETD web page	Student unconditionally passes the final exam and the ETD is accepted by the Thesis Editor
* Receipt of materials in the Graduate School can be by campus mail, hand delivery, fax, or email, as appropriate.		



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Graduate Student Project/Study Contract

You should complete this form to your supervising faculty member's satisfaction at the beginning of the respective semester and both you and your supervising faculty member must sign and date it for the following courses:

ISE 637	ISE 685	ISE 693	ISE 837	ISE 885	ISE 895
ISE 639	ISE 688	ISE 695	ISE 839	ISE 890	ISE 899
ISE 677	ISE 689	ISE 699	ISE 877	ISE 893	

APPROVAL

Professor Signature

Date

Student Signature

Date

Student Name _____ ID# _____

Course # _____ Semester _____

Proposed Credit Hours _____ Responsible Faculty _____

Title of Project _____

Brief Abstract of Proposed Effort and Statement of Objectives

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

Project Time Schedule and Milestones



ISE Ph.D. Degree Checklist

	Title		Title		Title
A/C	Advisor/Chair	GAC	Graduate Advisory Committee	GSO	Graduate School Office
DGP	Director of Graduate Programs	GS	Graduate Secretary	ST	Student

Completion Date	Expected Completion	Required Activity	Responsibility
	Upon Arrival	Assignment of interim advisor	DGP
	Upon Arrival	Coursework planning	ST, A/C
	Summer Year 1	Schedule and take Qualifying Examination	ST, A/C
	Year 1 or 2	Select major advisor or chair	ST
	Year 2 or 3	Form Graduate Advisory Committee	ST, A/C, GS, DGP
	Year 3	Submit Plan of Graduate Work	ST, A/C, GS, DGP
		Assignment of Graduate School Representative	GSO
		Dissertation research planning, independent study, and/or preliminary research	ST
		Dissertation protocol submitted to committee; discuss preliminary oral examination dates with graduate advisory committee and Graduate School representative.	ST, GAC
		Schedule preliminary oral examination; two and a half weeks advanced notice is required	ST, A/C, DGP, GAC, GS
		Notification of preliminary oral examination date (to student, committee, and Graduate School representative)	ST, GS, GSO
		Discussion of oral examination procedures	ST, A/C
	Year 3	Preliminary oral examination; report of results to graduate school through graduate secretary	A/C, GS
		Approval of dissertation proposal (may occur concurrently with preliminary oral examination)	GAC
		Admission to candidacy	GSO
		Attend thesis workshop	ST
		Dissertation draft submitted to chair for review	ST, A/C
		With chair approval, submit dissertation draft to committee for review; discuss dates for oral examination	ST, GAC
		Schedule final oral examination, two and a half weeks advanced notice is required; submit brief abstract of dissertation	ST, A/C, DGP, GAC, GS
		Notification of examination date to student, committee, and Graduate School representative	ST, GS, GSO
		Dissertation revisions (if necessary) to committee and Graduate School representative	ST
		Discussion of final oral examination procedures	ST, A/C
	Year 5 (Year 4 with master's)	Oral examination; report of results to Graduate School through graduate secretary	A/C, GS
		Submit dissertation copies to Graduate School; appointment with Thesis Editor is required	ST
		Apply for graduation before deadline	ST



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[My Homepage](#)Student Records

██████████ ID ██████████ ★

[Student Center](#) [General Info](#) [Academics](#) [Dashboard](#) [Documents](#)

Pranav's Student Center

Grades

Term	Subject	Catalog	Section	Grade
2018 Fall Term	ISE	501	001	
2018 Fall Term	ISE	515	001	
2018 Fall Term	ISE	552	001	
2018 Fall Term	ISE	601	001	

Term GPA: 0.000 Cum GPA:

Academics

My Class Schedule
My Planner

Graduate Plan of Work

Advising Dashboard
Class Rank
Degree Audit
Enrollment History
Grade Exclusion
Grades
Graduate Plan of Work
Intended Major
Photo
Progress Reports
Transfer Credit Report
Tuition Surcharge
Unofficial Transcript
other academic...

This Week's Schedule

Class	Schedule
ISE 501-001 LEC (11009)	We 6:00PM - 8:45PM 00434 Daniels Hall
ISE 515-001 LEC (10549)	TuTh 3:00PM - 4:15PM 00130 Park Shops
ISE 552-001 LEC (18455)	TuTh 8:30AM - 9:45AM 00140 Withers Hall
ISE 601-001 LEC (5955)	F 10:40AM - 12:45PM 00232A Withers Hall

Contact Information

Home Mailing Address

Physical Address

Local Phone

Campus E-mail

VIEW ENROLLMENT

Holds

No Holds.

To Do List

Graduate Advisory Committee
Graduate Plan of Work
Graduate Transcript
MR Request to Sched Final Oral
Report on Final Oral Exam
Time Limit Requirement Met

More ▶

Enrollment Dates

Enrollment Appointment

You may begin enrolling for the 2019 Spring Term Regular Academic Session on October 17, 2018 at 4:00PM.

Details ▶

Advisor

Program Advisor

None Assigned Info

Parent Access

First	Last	Relationship	SF	Tax	Records	Directory	FA	Pin	Hint
			N	N	N		N		

View Details

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[My Homepage](#) [Student Records](#)

[Plan of Work](#) [Committee](#) [PoW Comments](#) [Patent Agreement](#)

ID

Complete Degree Within (yrs) **6**

Previous Master's: ☐

Total Units Planned **7.00**

Program **IE Industrial Engineering**

Plan **14IEMS Industrial Engineering-MS**

Status

Plan of Work GPA

Create or update your plan of work and advisory committee.

Helpful Links

[MSIE](#)

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

[How To Video](#)

Comments

PoW Comments

Requirements

Find First Last

Type	Requirement/Course Description	Class	Section	Units	Term	Enrolled	Grade
Major	Choose 1 from Group A	Select					
Major	Choose 1 from Group B	Select					
Major	Choose 1 from Group C	Select					
Major	Choose 1 from Group D	Select					
Major	Choose 1 from Group E	Select					
Major	Prod Pln Sch and Inv	Select	ISE 723	3.0	Fall '18		
Major	Seminar	Select	ISE 601 001	1.0	Fall '18	Fall '18	
Major	Manuf Process Eng	Select	ISE 515 001	3.0	Fall '18	Fall '18	
Minor	Choose 1 from Group F	Select					
Other	Choose 1 from Group F	Select					
Other		Select					

Add Row

Save

Submit For Approval

Start Over

Cancel

Plan of Work | Committee | PoW Comments | Patent Agreement



Plan of Work | Committee | PoW Comments | **Patent Agreement**

North Carolina State University
The Graduate School - Patent Agreement

I have read and I understand the Patent and Tangible Research Policy of North Carolina State University. I also understand that compliance with the Patent Procedures is a condition of my being a graduate student at North Carolina State University.

I, therefore, agree to abide by the Patent Procedures, including any amendments which may be adopted from time to time.

I acknowledge my obligation to communicate promptly to the University Office of Technology Transfer a full and complete disclosure of all inventions. Further, I will assign, and hereby do assign, to the University my right title and interest in all inventions that I conceive or reduce to practice during the course of my employment or in connection with my use of university facilities or funds administered by the University.

In the event that the University determines, in its sole discretion, to pursue patent or other intellectual property protection, I agree to execute any assignments or other documents necessary to comply with the terms of the Patent Procedures, and to cooperate in the preparation of patent applications and other documents necessary in prosecution of the patent. I also understand that University's funding agreements with third parties, including the United State Government, impose certain obligations with respect to rights in inventions and, when requested to do so by University, I will execute assignment or other documents necessary to comply with the terms of the funding agreements.

I understand that, unless otherwise specifically agreed in writing, I am entitled to a percentage of royalties received by University from the commercialization of my inventions, as set forth in the Patent and Tangible Research Policy of North Carolina State University of North Carolina State University, as may be amended from time to time.

I do not have any employment, consulting or other agreement with any third party which grants rights that are in conflict with this agreement, and I agree that I will not knowingly enter any such agreement.

Name: [REDACTED]
Student Id: [REDACTED]
Agreement Type: MR
By selecting the 'I Agree' checkbox, I hereby agree to abide by the patent policies of North Carolina State University.
☒ **I Agree** 04/26/18 12:46PM [REDACTED]

Cancel

[Plan of Work](#) | [Committee](#) | [PoW Comments](#) | Patent Agreement

Graduate Student Support Plan (GSSP)

From the NC State Graduate School Website – <https://grad.ncsu.edu/students/gssp/> 8.22.2018

The Graduate Student Support Plan is a 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).

- 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 master's or doctoral program. Distance Education and Graduate Certificate programs do not qualify for the Graduate Student Support Plan.

Participant students should read the [Graduate Student Support Plan Student Handbook](#) in order to become more familiar with the NC State Graduate Student Support Plan.

Useful Information

GSSP tuition benefits will not apply to your billing account until all GSSP eligibility requirements are actively met in the Student Information (SIS) and Human Resources (HR) systems. Please see the checklist below for one-page GSSP eligibility summary.

[GSSP Eligibility Summary \(Checklist\)](#)

[GSSP Requirements At-A-Glance \(Semesters of Benefits Eligibility\)](#)

When all eligibility requirements are met in HR and SIS, applicable GSSP benefits should apply to your student account within 24-48 hrs. If you have not received a GSSP tuition award reflected on your student account, it is likely that one or more of the GSSP eligibility requirements have not been met in the system.

If you have questions regarding the Graduate School, the Graduate Student Support Plan, or other issues related to your graduate studies, it is important to first contact your adviser, Director of Graduate Programs, or Graduate Services Coordinator before contacting the Graduate School. Your home department faculty, staff, and administration have more specific knowledge of your individual situation.

[List of Directors of Graduate Programs](#)

[List of Program Graduate Services Coordinators](#)

NC State RA-TA Health Insurance Plan

Only students eligible for the [Graduate Student Support Plan](#) are eligible for the [NC State RA-TA health insurance plan](#). Please see your department [Graduate Services Coordinator](#) if you have questions about your eligibility or coverage period.

[Student Blue \(BCBS of NC\)](#) is the health insurance provider for the NC State Graduate Student Support Plan. Please contact them directly at 1-800-579-8022 regarding your [health insurance benefits](#), [dependent enrollment](#), and any other questions related to your health insurance policy. Please keep in mind that the Graduate School simply manages overall Graduate Student Support Plan eligibility and payment for the overall plan. The Graduate School is not involved, at all, after a student is no longer covered under the Graduate Student Support Plan.

Health insurance coverage on the NC State RA-TA plan typically starts on the following dates each semester. Please speak with your department Graduate Services Coordinator if you have questions about your health insurance start (or end) date.

Fall 2021: August 1st

Spring 2022: January 1st

We encourage students to register for [Blue Connect](#) once they have received their health insurance information from Student Blue (Subscriber & Group numbers). Student Blue Member Services allows participants to manage their policy online, including reviewing claims and printing a temporary card.

If you need to retrieve your policy information (subscriber, group, pharmacy bin numbers) because you did not receive your health insurance cards or they were lost

or stolen, please contact Student Blue customer service at 1-800-579-8022. The Graduate School does not keep record of individual subscriber numbers.

Please be sure to keep your mailing address updated in MyPack Portal and with Student Blue (1-800-579-8022). Your mailing address in MyPack Portal is transmitted to Student Blue for your enrollment in the GSSP health insurance plan.

Termination from RA-TA Health Insurance Plan Coverage

Please be aware that eligibility for the NC State RA-TA Plan (GSSP eligibility) is finalized on Census Day each semester. If a student fails to meet any one of the below GSSP eligibility requirements by Census Day, they are ineligible for the RA-TA Plan. Please² speak with your department Graduate Services Coordinator if you have questions about your GSSP eligibility or health insurance coverage.

1. Full-time enrollment, at all times
2. Active, qualifying graduate appointment extending at least 30 days beyond the first day of classes.
3. Active in an on-campus master's or doctoral program

Coverage duration for the NC State RA-TA Plan is semester based. Eligibility for the RA-TA Plan can only be established at the beginning of the Fall or Spring semesters (summer coverage is included in the Spring semester coverage period). Once students are eligible for coverage on the RA-TA Plan they will retain their coverage until the end of the eligible semester, unless the student requests earlier termination*. Please see the chart below to determine coverage duration by graduate appointment type and semester.

GRADUATE TEACHING ASSISTANTSHIPS
GRADUATE RESEARCH ASSISTANTSHIPS
GRADUATE RESEARCH/TEACHING ASSISTANTSHIPS
FELLOWSHIPS

As of August 15, 2014 COBRA coverage is no longer an option for students losing coverage on the NC State RA-TA Plan.

- Students who lose coverage through the NC State RA-TA Plan and remain enrolled at North Carolina State University can contact Student Health

Services (99-515-2563) or Student Blue (1-888-351-8283) at to determine if they are eligible for the University Mandatory Plan.

- Students who lose coverage through the NC State RA-TA Plan and do not plan to continue enrollment at the North Carolina State University (e.g., graduation) should shop for health insurance coverage at www.healthcare.gov (within 60 days of coverage loss) or explore coverage through their employer's available options, as soon as possible.

* Students must have alternate coverage before discontinuing or waiving the NC State RA-TA Plan given health insurance coverage is *mandatory* for all on-campus students.

Waive/Decline NC State RA-TA Health Insurance Plan

If you wish to decline (waive) coverage on the NC State RA-TA health insurance plan, please complete the form linked below. If the form is not working properly, please email your request to ncstate-gssp@ncsu.edu. Please remember include your name, student ID number, effective date of requested action, and briefly document the reason for declining coverage. If you are an *international student*, you are ***required*** to maintain health insurance throughout the duration of the I-20/DS-2020 — please do not complete this form unless you have alternative adequate health insurance coverage. Please see the Office of International Services for more information.

Request Form to Decline Health Insurance Coverage on NC State RA-TA Plan

Please remember that you also need to also waive the University Mandatory Plan (also known as the Student Health Insurance Plan (SHIP)) if you have health insurance coverage outside of one of the university student health insurance plans.

**Please be aware that there is another Student Blue (BCBS of NC) administered plan on campus, the University Mandatory Plan (Student Health Insurance Plan (SHIP)). This health insurance plan option is for students ineligible for the Graduate Student Support Plan, but meet the eligibility requirements outlined on the Student Health Center website. Nonetheless, it is a plan similar in health insurance coverage to the NC State RA-TA plan (Graduate Student Support Plan), but the student is responsible for payment and enrollment into this plan.

Withdrawing a Previous Waive/Decline Request for NC State RA-TA Coverage

If you wish to withdraw a previously submitted/requested decline for NC State RA-TA coverage (in other words, to be eligible for coverage again), please complete the form linked below. If the form is not working properly, please email your request to ncstate-gssp@ncsu.edu. Please remember include your name, student ID number, effective date of requested action. See website for link.



Residency for Tuition Purposes

From the NC State Graduate School Website -

<https://grad.ncsu.edu/admissions/residency/> 03.19.2020

Residency Determination has been centralized for the state of North Carolina. Applicants and currently enrolled students who are claiming NC Residency or wish to apply for in-state residency for tuition purposes, are required to go through the [North Carolina Residency Determination Service \(RDS\)](#). NOTE: A determination of out-of-state will be given to anyone who has not yet lived in North Carolina for 365 days.

If you are applying to a Graduate Program and claim to be an NC resident, follow the instructions on the application and complete your residency determination at ncresidency.org. Once you have received a validated residency decision from RDS, enter the Residency Determination Number (RCN) into your application. If you are ready to submit your application prior to completing your RDS determination or receiving your RCN number, you will have the opportunity to enter it later through your applicant portal. Entering your RCN after submission will not affect your application, but until it is provided, you will be considered an out-of-state applicant.

Updating your RDS determination with NC State: If your RDS decision or expiration date has changed since you originally provided NC State with your Residency Determination Number (RCN) number, you will need to complete the residency form in your [applicant portal](#), or update it through NC State's self-service residency page: go.ncsu.edu/residencystatus. Click on the Personal Information tile followed by Residency Information, then enter your RCN in the corresponding box and select "Save RCN" and then "Request Residency Data" NOTE: You must have a unity ID to login to access this page.

Current graduate students applying for residency next year: Begin completing your residency acts (outlined below in the Basic Requirements of Residency) about a year before you will be applying for residency. You will need to wait until you have lived in North Carolina for 365 days before applying through the RDS system or you will automatically receive a determination of out-of-state. If you do apply too early, you can log back into your RDS account and Request a Reconsideration once you have met the 365 day requirement.

Any questions and concerns can be directed to: rdsinfo@ncresidency.org, 919-835-2290, or 844-319-3640.

The tuition classification laws described here apply to all constituent institutions of the University of North Carolina – Public System and are taken from [NC G.S. 116-143](#) and the [North Carolina State Residence Manual](#).

RDS Troubleshooting

REASONS WHY YOU MAY BE SEEING OUT-OF-STATE ON YOUR BILL OR ADMISSION LETTER, EVEN AFTER RECEIVING A DECISION OF IN-STATE FROM RDS:

- Residency classifications from RDS are only valid for 15 months. Therefore, if you have applied to a graduate program and completed your RDS determination over 15 months prior to the start of your admit term, your tuition classification at the time of admission will show as Out-of-state. This is the case even if you initially received a decision of In-state from RDS. You will need to go back to RDS to request a "reconsideration" that should extend the expiration date of your In-state determination. Ideally, you would do this about a year, or less than 15 months before the start of date of your first semester of enrollment. You will then need to update your record by following the steps described above in the "Updating your RDS with NC State" section.



- Expiration dates of documents are factor in RDS determinations. If you are an international student holding a visa or green card with an expiration date prior to the start date of your intended or next semester of enrollment, your residency determination will have an expiration date matching your visa or green card document.
- RDS is strict with all dates, including students who fall under the Active Duty Military Exception (outlined below). The report date on the active duty member's military orders or affidavit determines the day the student's eligibility for in-state tuition begins. Until it is exactly that date, the student's residency determination will show as out-of-state.

Basic Requirements of Legal Residency

1. Have 12 months of physical presence in North Carolina.
 - Have held legal residency for at least 12 months prior to the start of the requested term.
 - Demonstrate that you are a legal resident of North Carolina and not just temporarily residing in the state as a student.
 - Have not had any significantly long breaks in physical presence in North Carolina for the past 12 months.
2. Have the financial and legal ability to establish a domicile.
 - Be (mostly) financially independent from non-North Carolina parents or guardians.
 - Not be a tax dependent of non-North Carolina parents or guardians.
 - Be able to show that you can financially support yourself independent of any out of state sources.
 - Have an independent financial aid status, if using financial aid.
3. Demonstrate the intent to make North Carolina your home aside from attending school.
 - Complete a cluster of residency acts a year prior to the start of the requested term.
 - Not hold ties to another state that would indicate you are a resident of that state.
 - Explain why some residency acts may not have been able to be completed, if that is the case.

Special Exceptions

1. Active-Duty Military Stationed in North Carolina, their spouses and their dependents (legal residency is not required to use this benefit).
2. Full-Time UNC System Employees, their spouses and their dependents (you must be a legal resident of any duration to use this benefit).

Marriage Benefit

If you currently residing in North Carolina and married to a legal North Carolina resident, you are permitted to use your spouse's time in the state and residentiary acts as your own. Your own abode must be in North Carolina.

International Students

International students may or may not have the capacity to establish a domicile. For those who have capacity, the requirements are the same as those for U.S. Citizens. Examples of eligible immigration classifications are:

Permanent Resident, A-1, A-2, E-1, E-2, E-3, G-1, G-2, G-3, G-4, H-1B, H-1C, H-4, I, K-1, K-2, K-3, K-4, L-1A, L-1B, L-2, N, O-1, O-3, P-1, P-2, P-3, P-4, R-1, R-2, T-1, T-2, T-3, T-4, T-5, TPS, U-1, U-2, U-3, U-4, U-5, V-1, V-2, and V-3

Those who do not have capacity cannot qualify as residents for tuition purposes, regardless of any other factors. Ineligible immigration classifications include: B, C, D, F, J, M Q, S, and TN visas and DACA

Breadth Requirement Course Listing

From the ISE Website

<https://www.ise.ncsu.edu/future-students-parents/degrees/breadth-requirement-course-listing/>

Last Updated: 04/19/2021

Group A – Economic & Decision Analysis *

- ISE 510: Applied Engineering Economics
- ISE519: Database Applications in ISE
- ISE 535: Python Programming for Industrial and Systems Engineers
- ISE 711: Capital Investment Economic Analysis
- MA 547: Financial Mathematics

Group B – Human Factors & Ergonomics *

- ISE 540: Human Factors in Systems Design
- ISE 541: Occupational Safety Engineering
- ISE 544: Occupational Biomechanics
- ISE 741: Systems Safety Engineering
- ISE 744: Human Information Processing

Group C – Manufacturing Systems *

- ISE 515: Manufacturing Process Engineering
- ISE 545: Digital Manufacturing
- ISE 714: Product Mfg. Engineering for the Medical Device Industry
- ISE 716: Automated Systems Engineering
- ISE 718: Micro/Nano-Scale Fabrication and Manufacturing

Group D – Production Systems *

- ISE 552: Design and Control of Production and Logistics Systems
- ISE 553: Modelling and Analysis of Supply Chains
- ISE 748: Quality Engineering
- ISE 754: Logistics Engineering

Group E – Systems Analytics and Optimization *

- ISE/OR 501: Introduction to OR
- OR 504: Introduction to Mathematical Programming
- ISE/OR 505: Linear Programming
- ISE 560: Stochastic Models in ISE
- ISE/OR 562: Simulation Modeling

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.

Student Health Services

Location

Student Health Center
2815 Cates Avenue
Campus Box 7304
Raleigh, NC 27695-7304

Contact Information

healthypack@ncsu.edu
919.515.2563

HOURS

Monday, Wednesday, Thursday, Friday: 8 a.m. - 5 p.m.
Tuesday: 9 a.m. - 5 p.m.
Saturday: 9 a.m. to 12 p.m.

Appointments

Whether you're a first-time visitor or a frequent patient, making an appointment at Student Health Services is easy. You can schedule online at [HealthyPackPortal](#) or call us at [919.515.2563](tel:919.515.2563).

After-Hours Non-Emergency Care

Students may access the after-hours Advice Line by calling 919.515.2563, option 9 to speak directly to a medical professional. This service does not make appointments or call in medication refills.

If you have a serious but non-life threatening condition, such as a laceration, fracture, fever or vomiting, you may wish to visit a local urgent care facility instead of the hospital emergency room to keep your health care costs down.

Student Health Insurance Plan Premiums

The Student Health Insurance Plan (SHIP) premium will appear on your student account once you register for courses and if you meet all of the invoking criteria.

Visit the [StudentBlue](#) website for more information on plan benefits. <http://studentbluenc.com/#/ncsu?page=welcome>

Graduate Students are eligible if:

- Enrolled in a degree-seeking program, and
- Enrolled in one (1) or more on campus credit hours, and
- Eligible to pay the university Student Health Fee

If the requirement applies to you, you **must** prove you have health insurance coverage each semester you are enrolled by submitting an online waiver to [StudentBlue](#) that shows evidence of existing credible coverage or you will be automatically enrolled and charged the premium.

NC State RA-TA Health Insurance Plan

Only students eligible for the [Graduate Student Support Plan](#) are eligible for the [NC State RA-TA health insurance plan](#). Students eligible for the NCSU RA-TA plan (GSSP eligible students only) will be automatically waived from the University Mandatory Student Health Insurance Plan (SHIP) without any further action

Counseling Center

Location

on the second floor of the Student Health Center.
2815 Cates Avenue, Suite 2401
Campus Box 7312
Raleigh, NC 27695-7312

Contact Information

<https://counseling.dasa.ncsu.edu/>
phone: 919.515.2423
fax: 919.515.8525

Office Hours

Monday - Friday
8:00 a.m. - 5:00 p.m.

Most of our services require appointments, but we do offer walk-in hours for certain situations. Emergency counseling service is available 24 hours a day, 365 days a year. If you need to speak to a counselor outside our business hours, please call 919.515.2423 and select the option to speak with the counselor on-call. They will take your number, and the counselor on-call will call you back right away.

Services

- Personal counseling: For those seeking individual counseling or couples counseling.
- Addictive behaviors counseling: For those who are struggling with alcohol or drug problems
- Academic counseling: For students who have academic concerns, such as poor grades, test anxiety or learning disabilities, or who need to make semester withdrawal requests
- Group counseling: For those who'd like to meet with others in small-group setting to discuss specific problems or topics
- Career counseling: For students seeking guidance on academic or career issues, including career assessments tests
- Psychiatric services: For evaluation and prescription of medicine to address psychological concerns.

- Veteran counseling: For servicemen and women who would like counseling that addresses their unique background and needs

Self Help Resources on the Counseling Center Website

We at the counseling center always want to be a primary resource for you. But we also recognize that students often want to learn more about their mental health and wellness concerns. We hope that you can arm yourself with the knowledge to make smart decisions about getting the help you need and being at your best on your journey to well-being

Here is a sample of topics:

- Adjusting to College
- Anxiety
- Assertiveness
- Career Planning and Management
- Communication
- Conflict Resolution
- Distance Learning
- Eating Disorders
- Family Issues
- Grief and Loss
- Interpersonal Skills
- Learning Difficulties
- Perfectionism
- Personal Growth
- Relationships
- Relaxation
- Repetitive Thoughts
- Self Care
- Self-Esteem
- Sleep
- Stress
- Study Skills
- Suicide
- Time Management
- Trauma
- Wellness

Student Legal Services at NC State

Location

1107 Pullen Hall
201 Dan Allen Drive
Campus Box 7123
Raleigh, NC 27695 – 7123

Contact Information

studentlegal@ncsu.edu
919.515.7091

Purpose

University Student Legal Services focuses on helping students resolve their legal problems with as little disruption as possible to their educational endeavors. The office promotes preventive law, equipping students to make informed choices.

Activities

- Provide education, advice and representation within the scope of the prepaid student legal services plan. as advisors of record for student-athletes in the First Year College
- Drafting and reviewing legal documents
- Speakers Bureau: conduct seminars, workshops, special talks and programs on areas of legal concerns
- Court representation in civil matters of \$10,000 or less

People

- Four attorneys, one concentrating in immigration
- One administrative assistant
- Five notaries

Popular Resources

- Notary Services
- Interacting With a Police Officer
- Weapon Laws On and Off Campus
- Buying a Used Car

Electronic Thesis and Dissertation (ETD) Workshop

The NC State Graduate School offers 100 percent electronic processing for graduate theses and dissertations. This means that all ETD reviews, ETD final submissions, Graduate School and Advisory Committee ETD approvals, and NC STATE Library catalogs are electronic.

Objective

This workshop will provide an overview of the ETD guidelines and prepare graduate students to submit their documents to the ETD system. Students will have an opportunity to ask questions and discuss any concerns they have about the process. It has been offered once a semester. The Graduate School and the ISE Grad Office will send an email announcing the opening of registration.

Contact Information

<https://grad.NCState.edu/students/etd/>

Fellow students share...

"This workshop was very helpful I am glad I chose to attend in person so that I 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."

Career Development Center

Location

2100 Pullen Hall
201 Dan Allen Drive
Campus Box 7303
Raleigh, NC 27695-7304

Contact Information

career-development@ncsu.edu
919.515.2396

Office Hours

8:00 a.m. - 5:00 p.m. Monday - Friday

Drop-in Hours

11:00 a.m. – 2:00 p.m. Monday - Friday
(last check-in is 1:45 p.m.)

Information Session

Students interested in Co-op are required to attend a Co-op Information Session. Attend the one which best meets your schedule.

NOTE: F1 Visa students should attend the [OIS Co-op CPT Session](#) instead of the ones listed below.

Video Tutorials

- Job Search Tutorials and Tips
- LAUNCH
- ePACK
- Career Assessment

Other Useful Resources

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

<https://maps.ncsu.edu/>

Career Center

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

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 online 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 is available to help you with various graduate school issues. To find out who does what and how to contact them, go to the Graduate School Website.



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 DoubleTree by Hilton Brownstone Hotel and the Aloft Raleigh are a short walk from the main campus.

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 may have to 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 onsite 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
- News & Observer
- WRAL-TV
- CBS17-TV

Religion

- Chaplains' Cooperative Ministries at NC State
- Raleigh Area Churches
- Raleigh 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 Docs tells you what you need, when you need it and where to 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.

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



EDWARD P. FITTS DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING

Campus. Two major shopping malls, Cary Towne Center and Crabtree Valley Mall, are within a 15-minute drive from campus.

- Cameron Village
- Crabtree Valley Mall
- Streets at Southpoint in Durham
- Triangle Town Center

Student Organizations

- University Graduate Student Association
- The Black Graduate Student Association
- Global Pack Student Organizations
- Maitri

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 Bus 919.515.WOLF (9653)
- AMTRAK Train 919.833.7594 or 1.800.872.7245
- Capital Area Transit Bus 919.828.7228
- Raleigh-Durham International Airport (RDU) 919.840.2123
- Triangle Transit Authority 919.549.9999

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

- NC Traffic Information
- WRAL Traffic

Utilities

- Cable - Spectrum 919.595.4892
- Electric - Duke Energy 800.452.2777
- Gas – Dominion Energy 877.776.2427
- Telephone - AT&T 844.723.0252
- North Carolina State University 919.515.2011