Getting Started

Teaching Assistant (TA)
Research Assistant (RA)
Fellowships

Graduate Office

📍 EB2 3014
🔗 my.ece.ncsu.edu/grad

Be sure to check myECE for any forms needed
📧 ecegradoffice@ncsu.edu

Use your NC State email account

Director of Graduate Programs

📍 Paul Franzon, Cirrus Logic Distinguished Professor
📧 paulf@ncsu.edu

Assistant Director of Graduate Programs

📍 Ginger Yu, Teaching Associate Professor
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Graduate Career Services

📍 Sara Concini, Director of Career Services
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📧 sara_concini@ncsu.edu
GSSP
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 (for entire degree) and standard tuition support (for a limited number of semesters).

Where does the funding come from?
- In state tuition – 100% covered by RA/TA
- Out of State tuition – 25% covered by RA/TA
  75% covered by Provost

Maintain Eligibility
- Enrolled Full Time in an on campus PhD./M.S. Program (72 credit hours for Ph.D.; 30 credit hours for M.S.) by Census Date and throughout the semester.

  Full Time
  - Less than 72 credit hours ➔ 9 credit hours a semester
  - 72 credit hours or more ➔ 3 credit hours a semester

- Have a qualifying appointment (RA, TA, Fellowship, Extension Assistant) with an annualized income of at least $8,000
- Be within the allowed semesters

  - MS = 4 semesters
  - PhD w/Previous MS = 8 semesters
  - PhD = 10 semesters

- Appointment begins before Census Day and extends up to 30 days beyond first day of class or tuition award will be prorated to only cover the period employed.

Can I get an extension?
You can apply for 1 semester extension if you have unused benefits.

If you do not meet eligibility requirements, and your plan of work had been approved, your Principal Investigator (PI) or yourself will be responsible for covering tuition, fees & health insurance

Tuition and Fees not covered by GSSP
- RA: PI’s generally pay all tuition and fees from their research account. Check with your PI.
- TA: ECE department will cover tuition and inflate salary to cover fees.
- Fellow: Typically covers both tuition and some—but not all—fees depending on source of funding. Check with your PI.

All tuition not covered by GSSP must be paid by Census Date or a late fee will be added and your class schedule will be canceled.

Contact the Graduate Office for a Do Not Cancel if needed to avoid this issue, but we cannot waive late fees.

Maintain GPA = 3.0 or higher
What happens if you drop below a 3.0?
- Academic warning - can still be RA/TA with Graduate School approval;
- Academic probation/termination - can no longer be an RA/TA;
- Must have GPA of 3.0 or higher to graduate;
- Cannot drop a course after the drop date deadline—the course will count towards your GPA.

If you are facing difficulties please talk to your adviser and consider setting up an appointment with the DGP.
**Health Insurance**

Coverage begins the start of the semester and runs through the start of the following semester.

- **Fall**: Aug 1 - Dec 31
- **Spring**: Jan 1 - July 31

For more information on family coverage, or insurance cards, contact BCBS Student Blue at 888-351-8283

**Conference Travel**

Your PI is the primary source of funding. The College of Engineering has limited funds available to assist with travel which you must apply for. Students may receive a one-time only $1000 award to help cover the cost of travel. To apply, email DGP with the information on the right.

**Helpful Tips**

- Consider enrolling in 12 credit hours a semester—this will allow you to drop one course during the semester should you need to and still remain full time.
- Summer TA appointments are very rare, do not count on them. Talk with your adviser about options and consider finding an internship.

**Suggested Ph.D. Timeline**

1. **Enter Program**
2. **Qualifying Review Exam**
   Adviser must notify the ECE Graduate Office of Qualifying Review Exam results.
3. **Plan Of Work**
   Submit for approval by your 4th semester or once you have completed 18 credit hours. If you need to make changes after it has been submitted contact the ECE Graduate Office.
4. **Preliminary Exam**
   Submit Request to Schedule Preliminary Exam form found on the Graduate School website to the ECE Graduate Office at least 10 business days before exam.
5. **Final Oral Exam**
   You must wait at least 4 months after passing your Prelim exam to hold your final Oral Exam. Submit Request to Final Oral Exam form found on the Graduate School website to the ECE Graduate Office at least 10 business days before.
6. **Apply to Graduate!**

**Application Requirements**

- Name of paper presenting
- Name of conference
- Scheduled Preliminary Exam date
- Student ID
- Estimated cost of Travel
- Location of conference
- Trip start/end dates

**Domestic students**

- Save on tuition by becoming a North Carolina Resident
- Register to vote, pay NC taxes, get NC drivers license ASAP
- Apply for residency by August 30th after one year of NC residency.

[grad.ncsu.edu/admissions/residency](grad.ncsu.edu/admissions/residency)