

SIS Training & Operations Manual

Graduate Career

GRADUATE STUDENT SECTION

NC State University: *Revised March 17, 2010*

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GRADUATE STUDENTS

Overview

Objectives This section provides step by step instructions for creating graduate student plans of work and advisory committees and applying for graduation.

Reminder Students access SIS through MYPACK portal using their unity user ID and password.

Terminology See <http://www.fis.ncsu.edu/sis/training/SISTerm.pdf> for a complete SIS glossary.

Student Self Service

Graduate Student Plans of Work and Advisory Committees

Creating Your Graduate Plan of Work

Objectives All graduate students can enter their Plan of Work and Advisory Committee online via Student Self Service in MYPACK Portal. The plan of work and advisory committee are designed as advising tools. You can create your own plan of work and advisory committee for any major academic plan in which you are activated. You may begin working on your plan of work and advisory committee as soon as you matriculate and activate in the graduate career. You may save in-progress work and submit it at a later date. You may make changes at any time up until submission.

Reminder Once you complete/submit the Plan of Work/Advisory Committee, an email invitation will be sent to each committee member asking them to access your plan of work through their Worklist in order to accept your invitation to serve and indicate their approval of the plan. Once all committee members have accepted membership and approved the plan it will go into a Worklist for the director of your graduate program to process. Directors of graduate programs and graduate secretaries do not have to wait on the full committee membership to indicate their acceptance and approval on-line before accessing and processing a plan of work you've created. They can access it at any time after you have saved it.

Terminology See <http://www.fis.ncsu.edu/sis/training/SISTerm.pdf> for a complete SIS glossary.

Navigation Student Self Service > Academic Records > Graduate Plan of Work

Tab Name Plan of Work

Page Steps

Create or update your plan of work and advisory committee.

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

*Type	Requirement/Course Description	Class	Units	Term	Enrolled	Grade
Major	Plant Breed Method	Select	CS 941	3.0		

Buttons: Add Row, Save, Submit For Approval, Start Over

1. Choose a course type
2. Click “Select” to add the first course (See steps 1-2 below). Course Description, Class, and Unit values will default.
3. Use the drop down arrow to choose the term for future courses
4. Click the “Add Row” button to add additional courses
5. Click to delete a row
6. Click **Save** to save changes at any time.
7. “Start Over” permanently clears all values and rows

NOTE: Help link available – “How to create my plan of work”

Step 1

Course Search

Search Against

Course Catalog
 My Graduate Transcript
 My Non-degree Transcript
 Transfer Credit

Subject

Catalog Nbr

You may add courses from the course catalog, your NC State graduate career transcript, your NC State

non-degree transcript, or as transfer credit. In the search fields enter a subject. You may also enter a catalog number to filter the search results further.

Note: Transfer credit is used to manually enter specific courses from an external institution or lump-sum hours from a previous graduate degree at NC State or an external institution.

Click the radio-button beside transfer credit, hit Search and click on the link “Transfer Credit”. Once you return to the plan of work, you will need to enter a description in the requirement field along with the appropriate units (credit hours) for your transfer credit.

Course Search

Search Against

Course Catalog

My Graduate Transcript

My Non-degree Transcript

Transfer Credit

Subject

Catalog Nbr

Course ID	Subject	Catalog	Course	Term Taken
031011	TR	999	Transfer Credit	

Step 2

Course Search

Search Against

Course Catalog

My Graduate Transcript

My Non-degree Transcript

Transfer Credit

Subject 🔍

Catalog Nbr

1

2

Course ID	Subject	Catalog	Course	Term Taken	
004271	CS	714	Crop Physiology	Fall '08	detail
004314	CS	895	DR Dissertat Res	Fall '08	detail
004190	CS	590D	ST-Adv Agroecology	Spring '09	detail
004191	CS	590E	ST-Adv Agroec Lab	Spring '09	detail
004314	CS	895	DR Dissertat Res	Fall '09	detail

1. Search results may be sorted by clicking any column header.
2. Select a course by clicking the link in the Course column.

Creating Your Graduate Advisory Committee

Objectives

All graduate students can enter their Plan of Work and Advisory Committee online via Student Self Service in MYPACK Portal. The plan of work and advisory committee are designed as advising tools. You can create your own plan of work and advisory committee for any major academic plan in which you are activated. You may begin working on your plan of work and advisory committee as soon as you matriculate and activate in the graduate career. You may save in-progress work and submit it at a later date. You may make changes at any time up until submission.

Reminder

Once you submit the Plan of Work/Advisory Committee for approval, an email invitation will be sent to each committee member asking them to access your plan of work through their Worklist in order to accept your invitation to serve and indicate their approval of the plan. Once all committee members have accepted membership and approved the plan it will go into a Worklist for the director of your graduate program to process. Directors of graduate programs and graduate secretaries do not have to wait on the full committee membership to indicate their acceptance and approval on-line before

accessing and processing a plan of work you’ve created. They can access it at any time after you have saved it.

Terminology See <http://www.fis.ncsu.edu/sis/training/SISTerm.pdf> for a complete SIS glossary.

Navigation Student Self Service > Academic Records > Graduate Plan of Work

Tab name Committee

Step 1

PlanofWork | **Committee** | Comments

Academic Career: Graduate
 Academic Program: CS Crop Science
 Academic Plan: 11CSPHD Crop Science-PHD
 Co-Major Program: [Dropdown]
 Minor Plan: Botany-GM
 Co-Minor Plan: [Dropdown]

[How to create my committee](#)

Committee Members		Customize	Find	First	1-5 of 5	Last
Type	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	
1 Chair	Billy Caldwell	Crop Science	Full	<input type="checkbox"/>	<input type="checkbox"/>	-
2 Member	Arthur Bruneau	Crop Science	Associate	<input type="checkbox"/>	<input type="checkbox"/>	-
3 Member	Duane Larick	Animal Science	Full	<input type="checkbox"/>	<input type="checkbox"/>	-
4 Minor	Robert Anholt	Zoology	Full	<input type="checkbox"/>	<input type="checkbox"/>	-
5 External	Lyle Hart	Economics		<input type="checkbox"/>	<input type="checkbox"/>	-

Add Row
Save

1. Enter appropriate Co-Major Program, Minor Plan, and/or Co-Minor Plan.
2. Use drop down menu to choose member Type: Chair, Co-Chair, Consultant, External, Inter-Institutional, Member, or Minor. Note: GSR, Graduate School Representative, is added at the Graduate School level when required. Choose a minor representative if you have a minor plan.
3. Click “person” icon to bring up the faculty member search menu

Faculty Member Search

Enter full or partial search fields and press the Look Up button. Use the Clear button to clear the selection criteria. To select an individual, click on the name link.

Last Name begins with

First Name begins with

Middle Name begins with

Look Up **Clear** **Cancel**

Enter faculty member's name or partial name and click "Look Up"

Click on person's name to choose

Name	Academic Program	View All	First	1 of 1	Last
Edmond Bowden	CH	Chemistry			

- Graduate program represented and Graduate Faculty Status will default when faculty member is chosen.
- Click **Add Row** to add additional members to committee.
- Free form field is available to enter names of members who are not currently on the NCSU faculty.
- The Program represented by the non-NCSU faculty member can be chosen from a drop down menu.
- Click **Save** to save. Committee can be saved, revised, and saved again prior to submitting for approval.

NOTE: Help link available at "How to create my committee"

Tab Name Comments

Comments may be added by students, committee members, Graduate Secretaries, Directors of Graduate Programs and Graduate Records Officers.

PlanofWork Committee Comments

Plan of Work/Committee Comments

Martene Fair

2

Seq	1	Date	02/02/2009	Type	Student
Comment I have discussed my committee choices with all requested members except Mr. Namath who is currently out of the country. I will advise once I have confirmation.					

3

1 Add a Comment

4 Save

Step 1 Click **Add a Comment** to insert new comment field. Comments are displayed in the order created.

Step 2 Each comment indicates the name of the user who created it, the comment type and the date it was created. Students can add comments when they create their plan or work or afterward

Step 3 Enter text.

Step 4 Click **Save**

Tab Name Return to the PlanofWork tab to submit your Plan of Work and Committee.

Once you are satisfied with your Plan of Work and your committee, click "Submit For Approval"

Major		Select	CH	743	3.0	Sum1 '09
Add Row						
Save		Submit For Approval		Start Over		

Creating Second Plan of Work

Objectives Students may be active in more than one academic plan at a time as in the case of a doctoral student taking a master's en route.

Navigation Student Self Service > Academic Records > Graduate Plan of Work

Step 1 Select a plan of work template to begin your second Graduate Plan of Work

Select

Graduate Plan of Work

Alexander Capaldi

Academic Program	Academic Plan	Description	Select
AMA	17AMAPHD	Applied Mathematics-PHD	Select
BMA	17BMMMS	Biomathematics-Mathematics-MS	Select

Select a Plan of Work template to begin. (28500, 1)

Applying for Graduation

Objectives This section covers the steps involved in creating and submitting an application for graduation in a specific academic term.

Reminder An Application for Graduation replaces the old Diploma Order Request card.

Students cannot withdraw their graduation application once it is created. Only an administrator can do that.

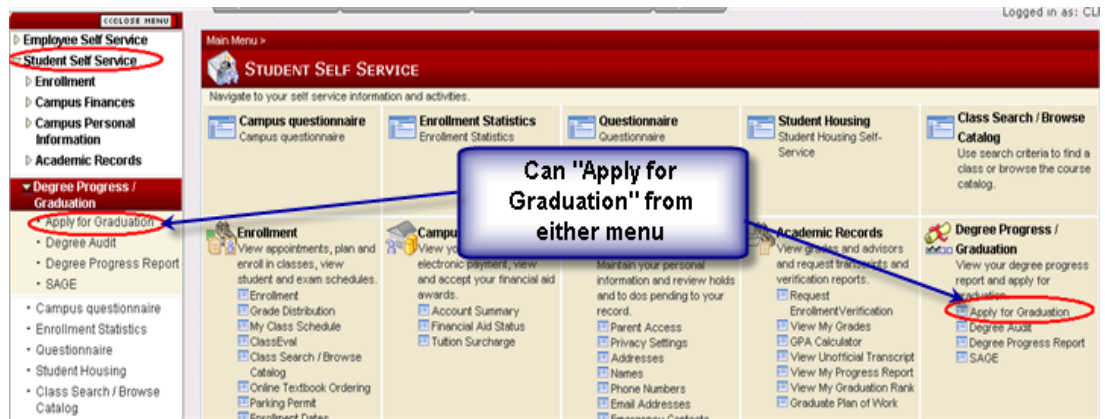
Terminology See <http://www.fis.ncsu.edu/sis/training/SISTerm.pdf> for a complete SIS glossary.

Navigation Student Self Service > Degree Progress/Graduation > Apply For Graduation

Page Steps

Step 1 Log in to MyPack Portal

Step 2 Choose Apply for Graduation from the Student Self Service Menu



Step 3

Select the academic program in which you wish to apply for graduation by clicking on its description.



Step 4

Verify Program, Career, Degree, and Major. (If information is incorrect, you must contact your department immediately)

Step 5

Apply for Graduation

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program. Otherwise select the appropriate action(s) for the part(s).

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program	Chemical Engineering	Career	Graduate
Degree	Doctor of Philosophy		
Major	Chemical Engineering-PHD		
	<input checked="" type="radio"/> I am applying to graduate this term in this degree.		
	<input type="radio"/> I plan to return and complete this degree.		
	<input type="radio"/> I do not plan to complete this degree.		
Comments	<input type="text"/>		
Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.			
Expected Graduation Term	<input type="text"/>		

1. Select "I am applying to graduate this term in this degree"
2. Select the Expected Graduation Term from the drop down box.
3. Select "Continue"

Step 6

A new screen will display. Choose "Submit Application"

Step 7

When the application is successfully submitted, the following screen will display:





Apply for Graduation

✓ Submit Confirmation

You have successfully applied for graduation. Use the "go to ..." drop down to return to the Student Service Center.

If you wish to have your diploma sent to an address other than your Home/Mail address, select the "CREATE DIPLOMA ADDRESS" button. When the addresses page is displayed, select "ADD A NEW ADDRESS" button, and enter your diploma address, press ok and on the new page, select the Diploma Checkbox and save the address.

Graduating Senior Survey

Minor with no Major (28450,7)

You are not allowed to graduate from/continue in a minor without a corresponding major. Contact Registration and Records, if you need to make a change to your program and plan..

You already have an application for program/plan/term combination (28450,16)

You cannot reapply for the same program, plan and expected term

OK

Doctoral Graduation Attendance Notification Page

- Overview* Doctoral students can indicate whether or not they plan to attend the graduation ceremony in the RBC Center, provide correct pronunciation for their name, and provide sponsor information
- Objectives* This guide provides simple instructions for entering required information.
- Terminology* See <http://www.fis.ncsu.edu/sis/training/SISTerm.pdf> for a complete SIS glossary.
- Navigation* Student Information Systems > Student Self Service > Degree Progress/Graduation > Doctoral Graduation Attendance (DGAN)

Step 1

The screenshot shows the MyPACK website interface. At the top, there is a navigation bar with 'MYPACK HOME', 'FOR STUDENTS', 'FOR FACULTY & STAFF', and 'MyTAB'. Below this is a 'DEGREE MENU' sidebar on the left with categories like Enrollment, Academic Records, Campus Finances, Degree Progress / Graduation (highlighted), Campus Personal Information, Financial Systems, Human Resources Systems, Student Information Systems, and PeopleTools. The main content area is titled 'DEGREE PROGRESS / GRADUATION' and contains several service tiles: 'Apply for Graduation', 'Degree Audit', 'Doctoral Graduation Attendance' (circled in red), 'Doctoral Microfilm Fee', 'ETD Submission System', 'GSOARS', and 'SAGE (CED only)'. The user is logged in as 'LOXEN'.

Step 2

NC STATE UNIVERSITY
THE GRADUATE SCHOOL

Doctoral Graduation Attendance Notification Page

Spring 2010 Doctoral Graduates are expected to attend the Spring University Graduation Ceremony scheduled at the RBC Center for 9:00 a.m. Saturday, May 15, 2010, unless they have requested and received permission from the Dean of the Graduate School to receive their degrees in absentia by answering No to question 1 below. Please complete the questions then press the button labeled 'Submit'. EVERY Doctoral Graduate must complete this form.

1. Will you be participating in the University Graduation Ceremony at the RBC Center? yes no 1

2. The following are your current phone and email contact information as retrieved from the Student Information System (SIS). If these do not include a phone number and email address where you can be reached, please update them by logging into MyPack Portal, then choose Student Self Service > Campus Personal Information > Phone Numbers and update the value in one of categories for the phone number, then choose Student Self Service > Campus Personal Information > Email Addresses and update the value in one of the categories for the email address. For students not registered in the semester in which they are graduating, please make sure that you can be reached at one of the phone numbers and one of the email addresses listed.

Phone No	Extension	Preference Flag	Type
515-████		Y	Business
919-████		N	Home

2

Email Address

lia████@ncsu.edu

lc████@ncsu.edu

If you entered "no" to question 1, go to the bottom of the page and press the Submit button. Otherwise, continue to question 3.

3. Please enter your name as you would like it to be announced at the Graduation Ceremony, follow that by a colon then enter a phonetic equivalent of how it should be pronounced. Example: Erica Cutchins:Air-rick (like pick)-kuh (like huh) Kuh(like huh)- chins 3

4. Please enter your Sponsor's name. A Sponsor is the NCSU faculty member that will walk beside you and sit with you during the Graduation Ceremony. It is usually your chair or other faculty member if your chair is unable to attend. Please make sure that they agree to be your sponsor before you list the name here. Please also enter the sponsor's email address.

a. Sponsor Name 4

b. Sponsor Email 5

6

1. Indicate by choosing "yes" or "no" whether you plan to attend the graduation ceremony at the RBC Center.
2. Verify that email addresses on file are correct. Update if necessary.
3. Type in the phonetic pronunciation of your name as you would like it to be announced at the ceremony.
4. Sponsor's name
5. Sponsor's email