Getting Organized For a New Semester

Want to start off Spring 2020 smoothly? Here are the top 5 things you can do to help you prepare! Click on the links for more information.

1. Make sure you are enrolled. It is the student’s responsibility to ensure their class schedule is accurate. Checking your schedule is done in Banner Self Service (not Blackboard or Canvas). Use this guide to check your schedule today and enroll in courses if you have not done so yet.

2. Clear holds from your record. Prior to trying to enroll, verify that you do not have any holds on your record. To see if you do, access your Degree Works audit and click the Student Holds link or you can log into Banner Self Service through Pirate Port and click the Student Records link. If you have holds, you need to speak directly to the office that has applied the hold to determine what needs to be done for the hold to be lifted.

3. Pay your balance due. Speak with the Cashier if you need a payment plan. Talk with the Office of Financial Aid about pending loans or scholarships that you don’t see showing up in your account. Review the schedule cancellation dates so you know when your classes are at risk for being dropped because of nonpayment. Make sure to pay your student fees if you have a tuition remission or scholarship covering the tuition portion of your bill. You can pay your fees even before the remission or scholarship shows up in your record.

4. Plan your work schedule. If you are employed either on-campus or off-campus during Spring 2020, take some time to review your work schedule and your class schedule to determine what type of balance you will need. Know that it gets busy at work at a certain time each Spring? Make sure to look at your course syllabi to determine what is due in the same timeframe so you can plan to get classwork done early or after your work obligation. A little bit of planning and putting due dates for classwork in your calendar can really help you decrease stress.

5. Plan your life outside of classes! Yes, graduate school is intense, and that’s the reason why it’s important for you to find things to do outside of classes so you don’t burn out. Make sure to plan events with your family & friends and also take advantage of the many events campus has to offer through Student Involvement & Leadership, Campus Recreation & Wellness, Athletics, and the performing arts.
Research & Creative Achievement Week - Submissions Accepted
January 6 - February 6, 2020
Plan to submit your abstract for a presentation at Research and Creative Achievement week now! Your research mentor can help! It does not have to be from a thesis or dissertation. We want to see what all of our students are doing - so submit an abstract today. Click on the RCAW link to review the RCAW website including formatting requirements, judging and workshops to help you improve your presentation skills. Strict deadline for abstract submission is February 6, 2020. Plan today!

Research & Creative Achievement Week

Thesis/Dissertation Boot Camps during 2020

There are a variety of professional development opportunities for you in 2020 and you will be more likely to take advantage of them if you put them on your calendar now! If you are doing a thesis or dissertation and need more focused writing time, join us at Thesis-Dissertation Boot Camp which will be held three times in 2020. We need you to register so we are prepared for you. Click on the date to register!

January 22, 23, 24 @ 8:30 AM, Joyner Library
May 13, 14, 15 @ 8:30 AM, Joyner Library
September 9, 10, 11 @ 8:30 AM, Joyner Library

Questions? Email Dr. Cox at coxka@ecu.edu

Spring 2020 Career Fairs

Pirate Nurse Expo
February 10, 2020
4:00 - 6:00 PM
Health Sciences Building - Nursing Lobby

Engineering & Technology Fair
February 20, 2020
1:30 PM - 4:30 PM
Greenville Convention Center

Job & Internship Fair
February 20, 2020
8:30 AM - 11:30 AM
Greenville Convention Center

Education Job Fair
March 18, 2020
8:30 AM - 11:30 AM
Greenville Convention Center

Summer Job Fair - April 9, 2020 - 1:00 - 4:00 PM
Main Campus Student center
### Important Dates & Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Reference</th>
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</thead>
<tbody>
<tr>
<td><strong>JAN 13</strong></td>
<td>First Day of Classes</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>JAN 17</strong></td>
<td>Last day of Course Adjustment Period (no schedule changes after today at 5:00 PM)</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>JAN 20</strong></td>
<td>State Holiday (no classes)</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>JAN 22</strong></td>
<td>Schedules cancelled for Spring 2019 if not paid by 5:00 PM.</td>
<td><a href="#">Processing Calendar</a></td>
</tr>
<tr>
<td><strong>FEB 1</strong></td>
<td>Last Day to Apply for Graduation for a Spring 2019 graduation date.</td>
<td><a href="#">Processing Calendar</a></td>
</tr>
<tr>
<td></td>
<td>If you are graduating, apply for graduation NOW!</td>
<td></td>
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<tr>
<td><strong>FEB 6</strong></td>
<td>Last day to submit an abstract for a presentation at Research &amp; Creative Achievement Week 2020</td>
<td><a href="#">RCAW Website</a></td>
</tr>
<tr>
<td><strong>MARCH 8-15</strong></td>
<td>Spring Break</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>MARCH 25</strong></td>
<td>Last day to withdraw from term-length courses or withdraw from school without grades by 5:00 PM today.</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>MARCH 27</strong></td>
<td>Early Registration for Summer and Fall 2020 semesters begins at 1:00 PM. Grad students can register at 1:00 PM.</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>APRIL 23</strong></td>
<td>Last day to submit a thesis or dissertation for Spring 2019 graduation</td>
<td><a href="#">Vireo Portal</a>, <a href="#">Processing Calendar</a></td>
</tr>
<tr>
<td><strong>APRIL 10-11</strong></td>
<td>State Holiday (no classes)</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>APRIL 28</strong></td>
<td>State Holiday Make-Up day. Classes which would have met on Friday April 19 will meet on this day instead.</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>APRIL 28</strong></td>
<td>Classes end. Last day for faculty to remove incompletes from Spring 2019.</td>
<td><a href="#">Academic Calendar</a></td>
</tr>
<tr>
<td><strong>MAY 8</strong></td>
<td>Commencement</td>
<td><a href="#">Academic Calendar</a>, <a href="#">Commencement Information</a></td>
</tr>
<tr>
<td></td>
<td>If you are graduating, apply for graduation NOW!</td>
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</table>

This newsletter page is not an official calendar. Always consult the official academic calendar for approved deadlines.

Current Academic Calendars are always available at [https://facultysenate.ecu.edu/academic-calendars/](https://facultysenate.ecu.edu/academic-calendars/)
The Grad Funding listserv (mailing list) was created specifically for ECU graduate students who are seeking assistantships, scholarships, grants, or other type of graduate education or research funding. Faculty and staff are also welcome to join the listerv to become more aware of what is available for graduate students so information can be disseminated to newly admitted students, as well. Please encourage all your classmates and coworkers to sign up! You can unsubscribe at any time. It’s an opt-in/opt-out mailing list! Please tell your friends!

1. Address an email to listserv@listserv.ecu.edu
2. Do not put a subject or signature block/file.
3. Type the message: SUBSCRIBE GRADFUNDING-L firstname lastname
4. Replace “firstname” and “lastname” with your own first and last name.
5. Send the email

Additional listserv functions can be found here.

Apply For Scholarships Now!

Make sure to review the Office of University Scholarships website so you can learn how to complete the online application and research scholarship opportunities for which you may be eligible.

Each scholarship opportunity in the portal may have different due dates, so review carefully. Complete one application and be matched to available awards! Applications now would likely be for Fall 2020 - Spring 2021, but there may be opportunities for Spring or Summer 2020 if they weren't awarded previously for some reason. The Scholarship FAQ on their page is a great guide and there are other tutorials available as well. Maybe there is money waiting for you!
Maximize your NCFDD membership!

Don’t forget to claim your membership in the National Center for Faculty Development & Diversity! All graduate students at ECU are given a free account, so activate yours today!

Here are workshops available to you through your membership!

<table>
<thead>
<tr>
<th>Every Semester Needs a Plan</th>
<th>Managing Chronic Illness and Academic Life</th>
<th>How to Align Your Time with Your Priorities</th>
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</thead>
<tbody>
<tr>
<td>Register</td>
<td>Register</td>
<td>Register</td>
</tr>
<tr>
<td>Thursday, Jan 16 2:00 - 3:30 PM</td>
<td>Tuesday, Jan 28 2:00 - 3:30 PM</td>
<td>Thursday, Feb 13 2:00 - 3:30 PM</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Resting to Rise</th>
<th>How To Develop a Daily Writing Practice</th>
<th>How to Challenge Race and Gender Bias in Student Evaluations</th>
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<tr>
<td>Tuesday, Feb 18 2:00 - 3:30 PM</td>
<td>Thursday, Mar 12 2:00 - 3:30 PM</td>
<td>Tuesday, Mar 24 2:00 - 3:30 PM</td>
</tr>
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</table>

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<th>Mastering Academic Time Management</th>
<th>Wellness and Technology</th>
<th>Want to activate your membership?</th>
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<tr>
<td>Register</td>
<td>Register</td>
<td><a href="https://www.facultydiversity.org/">https://www.facultydiversity.org/</a></td>
</tr>
<tr>
<td>Thursday, April 9 2:00 - 3:30 PM</td>
<td>Thursday, April 28 2:00 - 3:30 PM</td>
<td>(<a href="http://www.ecu.edu/counselingcenter/">http://www.ecu.edu/counselingcenter/</a>)</td>
</tr>
</tbody>
</table>

Are you using Handshake?

Career Services has provided HANDSHAKE to the campus community! Join today and you will have access to career fairs, employment opportunities, and will be able to see assistantship advertisements too!

[http://www.ecu.edu/career/](http://www.ecu.edu/career/)

Feeling Stressed?

The Center for Counseling and Student Development is available for all students who feel like they need someone to talk about stress, anxiety, or any other issue that is preventing you from doing your best. If you believe you need some help, please contact them today!

[http://www.ecu.edu/counselingcenter/](http://www.ecu.edu/counselingcenter/)
What is the Graduate Catalog?
The Graduate Catalog describes the policies that guide graduate education at ECU. Any time you have a question about your academic program - adding, dropping, withdrawing, time limits, transfer credit, etc., always consult the Graduate Catalog first to review the appropriate policy. Then speak with your graduate program director to discuss implementation of the policies and how it affects your specific situation. You can also email questions to gradschool@ecu.edu.

What do I do if I need to leave my program completely?
Once you are enrolled in classes, you cannot drop all your classes if you choose to not take any during the semester. You can drop all but the last one. The last course for a complete departure during the semester must be dropped by the Registrar. Thus, if you want to leave ECU for the semester, you would email regis@ecu.edu and inform the Registrar that you are not going to attend that semester and request that all of your courses be “dropped”. Make sure to copy your program director and course instructors and include your Banner ID. Always use your ECU email address for any academic transactions like this.

Be aware - “dropping” one course or all your courses after the 5th day of classes (this term it’s Jan 17), means you are actually “withdrawing” not dropping. When you withdraw, there is a W on the transcript. Drops only occur before the 5th day of classes. Make sure to review the academic calendar for these dates in the future.

Also, make sure to consult with Financial Aid prior to withdrawing. There are times when students must immediately pay back the student loan or scholarships/grants they received at the beginning of the semester when they withdraw completely. Do not withdraw from your courses until you understand the financial impact it will create for you.

Make sure to review the Withdrawal Policy in the Graduate Catalog prior to withdrawing. Readmission is not guaranteed; discuss your departure with your program prior to making any decisions.

Graduating in Spring or Summer 2019?
The application for graduate graduation should be completed at least one semester prior to completion of the requirements of the degree or certificate. Application for graduation must be completed online through PiratePort in Banner Self Service. If there are curriculum changes after the student has applied to graduate or if the semester of graduation changes, it is the student’s responsibility to notify the Office of the Registrar at regis@ecu.edu to have the graduation application updated. Students who complete the degree requirements after the last day of final exams in the intended term of graduation will be certified for graduation in a subsequent term. You must apply for a degree graduation and a certificate graduation separately, even if they are graduated the same semester.
Last day to add or drop classes for Spring 2020 is Friday, Jan 17, 2020

After Jan 17, all “drops” are course withdrawals and a W appears on the transcript.

If you have any concerns about your Spring 2020, now is the time to ask questions and finalize your schedule. It is the student’s responsibility to make sure the schedule is accurate. Please check course name, number, section number, and the number of credits. If anything is in error, get it corrected this week. The Cashier is the office on campus where you can ask questions about your tuition and fees balance, payment deadlines, and fees associated with registering after your schedule has been cancelled for nonpayment. Their Important Dates document is always on their website and alerts you to the dates where your schedule is cancelled for nonpayment.

Need Help with Registration?
• Don’t know what to take? Ask your program director
• Don’t know how to register? Consult the Registrar’s website and read their instructions
• Need to check your schedule? Use Banner Self-Service

Do not assume your schedule was cancelled for non-payment.
Always check Banner Self-Service to review your schedule and follow the policies and procedures provided for you to officially change your schedule (or withdraw). You will be obligated to pay balances for courses not properly withdrawn or dropped.

ECU is now using both Blackboard and Canvas for course management. Make sure to check BOTH portals for your Spring 2020 courses. Blackboard will be phased out by Fall 2020. You can get more information on the move to Canvas on the ITCS website.

GPSS on Social Media!

Follow your Graduate & Professional Student Senate (GPSS) through social media to stay up to date on all the happenings and events!

Facebook: gpssecu
Insta: ECU.GPSS
Twitter: GPSSECU
gpss@ecu.edu

SPRING 2019 IMPORTANT NOTES

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