

# Content for M.S. Orientation Handbook

Quick Reference .....	2
Important Phone Numbers.....	2
Important Web Sites .....	3
Parking.....	4
Refunds .....	4
Accessibility Parking Permits .....	4
Permit Display.....	5
Wolfline .....	5
Student ID .....	6
Registration and Records.....	7
Updating Your Address.....	7
TRACS .....	7
Registering .....	7
TRACS LINK .....	8
Tuition Payment.....	10
Residency For Tuition Purposes.....	10
Cashiers Office .....	11
Financial Aid .....	11
Graduate Teaching Assistant .....	11
Life In Raleigh .....	13
News and Calendars .....	13
Student Associations .....	13
University Housing.....	14
Banks .....	14
Nearby Restaurants .....	14
Health Services.....	15
Medical Services.....	15
Immunization Requirements .....	15
Health Insurance.....	15
Counseling Center .....	16
Bookstore.....	17
Child Care .....	18
Computing Services.....	19
Computing Services Consultants.....	20
College of Humanities and Social Sciences (CHASS) Computing Services.....	20
Library .....	21
The M.S. Program.....	22
Checklist.....	22
M.S. Student Orientation .....	22
M.S. Program Contact Information .....	22
Course Locations.....	22
M.S. Program Requirements .....	23
Transfer Credit.....	24
Credit by Examination.....	24
Grades.....	24
Faculty .....	25
ETC Listserv .....	26
Professional Development.....	27
Internships.....	27
Cooperative Education .....	27
Professional Development References .....	27

## QUICK REFERENCE

Eng. Dept. Graduate Student Handbook <http://www.chass.ncsu.edu/english/maprog/gsh1.htm>

New Student Info <http://ugsa.ncsu.edu/orientation/index.shtml>

Campus life [http://www.ncsu.edu/campus\\_life.html](http://www.ncsu.edu/campus_life.html)

### I need to contact someone. Where can I find their number?

- Graduate School People Web Site: <http://www2.acs.ncsu.edu/grad/people.htm>
- NC State University Online Directory: <http://www.cgibin.ncsu.edu/phone-simple-dir.html>
- International Contacts Directory: <http://www.grad.ncsu.edu/ips/scripts/cntrycnt.asp>

## Important Phone Numbers

Emergency off campus	911
Public Safety emergency on campus only! (police, fire, ambulance, campus escorts, emergencies nights, holidays, weekends)	(919) 515-3333
Medical aid	(919) 515 2564
Field House non-emergency	(919) 515-2156
Wake Medical Center	(919) 250-8000
Columbia Raleigh Community Hospital	(919) 954-3000
Rex Hospital	(919) 755-3100
Western Wake Medical Center	(919) 233-2300
Raleigh's Women's Health Organization	(919) 783-0444
Planned Parenthood	(919) 833-7526
Rape Crisis Center of Raleigh	(919) 828-7501, (919) 828-3005 (24-hr hotline)
Wake Blood Plan, Rex Hospital	(919) 781-0011
Wake County Health Department	(919) 250-4400
Physical plant 24 hour repair	(919) 515-2991
Health & safety services	(919) 515-7915
Radiation protection	(919) 515-2894
Box Office	(919) 515-2106
Counseling Center	(919) 515-2423
Graduate Student Admissions	(919) 515-2872
Graduate Student Records	(919) 515-2871
Graduate Student Association	(919) 515-3303
Association for the Concerns of African American Graduate Students (ACAAGS)	(919) 515-5210
Health Services information	(919) 515-2563, (919) 515-7107 (appointments)
Housing & Residence Life	(919) 515-2440
Information Center	(919) 515-3138
Office of International Scholar & Student Services	(919) 515-2961
International Activities Committee	(919) 515-2451
Public Safety	(919) 515-2156
Registration & Records	(919) 515-2572
Student Accounts	(919) 515-2986
Student Legal Advisor	(919) 515-3071
Visitor Information Center	(919) 515-3205
English as a Second Language	(919) 515-2475

## Important Web Sites

Name	URL	Description
NCSU Homepage	<a href="http://www.ncsu.edu/">http://www.ncsu.edu/</a>	NCSU's main web site provides links to all of the colleges and services.
English Department Homepage	<a href="http://www.chass.ncsu.edu/english/englishnew/index.htm">http://www.chass.ncsu.edu/english/englishnew/index.htm</a>	The English department web site provides links to everything relating to the English department.
English Department Graduate Student Handbook	<a href="http://www.chass.ncsu.edu/english/maprog/gsh1.htm">http://www.chass.ncsu.edu/english/maprog/gsh1.htm</a>	This online document provides comprehensive explanations of graduate degree requirements, procedures, etc.
HCL Audio-Visual Carts Schedule	<a href="http://hcl.chass.ncsu.edu/hcl/carts">http://hcl.chass.ncsu.edu/hcl/carts</a>	CHASS Faculty who wish to use one of our AV carts for a class may consult this page to see if a cart is available when they need it.
D. H. Hill Library Online Resources	<a href="http://www.lib.ncsu.edu/">http://www.lib.ncsu.edu/</a>	This is your link to the many online resources made available by NCSU's library.
NCLive	<a href="http://www.nclive.org/">http://www.nclive.org/</a>	NCLive is a massive resource which provides access to digitized periodical and journal articles. Rather than walking to the library to physically pull a magazine, photocopy, and put it back, you can just pull it up online, often with any illustrations and photographs that accompanied the printed article.
Grammar Hotline	<a href="http://www2.ncsu.edu/ncsu/grammar/">http://www2.ncsu.edu/ncsu/grammar/</a>	The NCSU Online Writing Lab provides helpful advice on any grammar questions you might have while completing an assignment.
Humanities Extension/Publications	<a href="http://www2.ncsu.edu/ncsu/chass/extension/index.html">http://www2.ncsu.edu/ncsu/chass/extension/index.html</a>	The CHASS Humanities Extension is part of an effort to provide educational opportunities for people all over North Carolina. This includes producing videotapes to accompany grade school textbooks, as well as encouraging adult continuing education
NCSU Library Resources	<a href="http://www.lib.ncsu.edu/">http://www.lib.ncsu.edu/</a>	This site gives you access to the services provided by D. H. Hill library.
CHASS Computing Consultants	<a href="http://social.chass.ncsu.edu/consults/consults.htm">http://social.chass.ncsu.edu/consults/consults.htm</a>	These are the kind gentlemen who fix and replace faculty computers in CHASS. Be very nice to them.
NC State Computing Services	<a href="http://www.ncsu.edu/it/essentials/">http://www.ncsu.edu/it/essentials/</a>	This helpful document provides links to a number of tutorials for HTML, setting up your Unity account for web access, and any number of other things
Project Gutenberg	<a href="http://www.promo.net/pg/">http://www.promo.net/pg/</a>	This project is dedicated to providing online versions of the world's literature. It has a vast number of texts online and is growing all the time.
Graduate Catalog	<a href="http://www2.acs.ncsu.edu/grad/catalog/catalog.htm">http://www2.acs.ncsu.edu/grad/catalog/catalog.htm</a>	
Withdrawing from university	<a href="http://www.ncsu.edu/provost/academic_regulations/withdraw/reg.htm">http://www.ncsu.edu/provost/academic_regulations/withdraw/reg.htm</a>	
How to Succeed in Graduate School	Part I: <a href="http://info.acm.org/crossroads/xrds1-2/advice1.html">http://info.acm.org/crossroads/xrds1-2/advice1.html</a> Part II: <a href="http://info.acm.org/crossroads/xrds1-3/advice2.html">http://info.acm.org/crossroads/xrds1-3/advice2.html</a>	A Guide for Students and Advisors
Graduate Student Resources on the Web	<a href="http://www-personal.umich.edu/~danhorn/graduate.html">http://www-personal.umich.edu/~danhorn/graduate.html</a>	
Graduate Student Survival Guide	<a href="http://www-smi.stanford.edu/people/pratt/smi/advice.html">http://www-smi.stanford.edu/people/pratt/smi/advice.html</a>	

## **PARKING**

### **NC State University Transportation**

Campus Box 7221

Raleigh, NC 27695

Phone: (919) 515-3424

<http://www2.acs.ncsu.edu/trans/>

Location: Room 139 of the Administrative Services Center on Sullivan Drive

**NOTE: No parking permit is required to park in the North Hall lot directly across from Tompkins Hall after 5:00 p.m.**

University parking areas are zoned, meter controlled, reserved or restricted. All vehicles parked in zone areas on campus must have an appropriate permit displayed and must be parked in a space marked for parking. Certain parking spaces are reserved for the disabled, vendor vehicles and assigned spaces.

Questions regarding the permitting process should be directed to Parking Services at 515-3424. Our office hours are Monday - Friday, 7:30 a. m. to 5:00 p.m. and we are located in the Administrative Services Center on Sullivan Drive. For more information, contact Carolyn Manuel at [carolyn\\_manuel@ncsu.edu](mailto:carolyn_manuel@ncsu.edu).

Parking Lot map: <http://www2.acs.ncsu.edu/trans/zonemap.htm>

Permits may be issued to park in designated zones to employees and students of the University upon payment of the appropriate fee. Those persons registering vehicles for permits will be responsible for all violations issued to those vehicles or any vehicle displaying the permit. Parking permits remain the property of Transportation. As such, parking permits, replacement permits and/or temporary permits may not be given, traded, sold or borrowed.

Permit applications are now online, along with other forms  
<http://www2.acs.ncsu.edu/trans/stdntparkg/fallpermitinfo.html>

Parking permits are issued in available zones based on priority date and time of request. Permit fees must be paid by cash, check, money order, or charged to Visa, MasterCard, American Express, or Discover. Returned checks and bankcards will be charged a \$25.00 service fee. Permanent employees are authorized to use payroll deduction after their department has completed an Employee Authorization form.

## **Refunds**

Refunds of annual permit payments are prorated daily based on the date of return of the permit to Transportation. Refunds will NOT be given for "M", "L", "RA", or "S" permits or temporary permits. All outstanding transportation fines, fees and charges MUST be paid before a refund will be issued.

Separating employees utilizing payroll deduction must return the permit to Transportation prior to the 9th of the month to ensure no payroll deduction will be taken.

## **Accessibility Parking Permits**

Optional parking for people with disabilities may be granted upon completion, acceptance and approval of an application form. Information provided by the applicant's attending physician will

be used by the Accessibility Parking Coordinator to determine eligibility for a shared Access space, a reserved access space, or another option. All materials provided are confidential. A doctor's certification may be required periodically for a permanently disabled person. Students or Faculty/Staff who do not have a permit but are eligible for temporary accessibility parking will be charged \$1.00/day or the current monthly charge for a permit.

Students/Faculty/Staff should contact the Accessibility Permit Coordinator at 515-1469 to determine eligibility.

Eligibility and fees: <http://www2.acs.ncsu.edu/trans/stdntparkg/index.html>

## Permit Display

Automobile hangtags must be displayed with number side facing out on the rearview mirror of the vehicle. Those users who have chosen to have their permits affixed to their windshield must place the permit in the lower corner of the front windshield on the passenger side. The permit must be affixed to the windshield with the adhesive provided on the permit or placed in the pocket provided the the Transportation Office.

## Wolfline

Timetables and maps: <http://www2.acs.ncsu.edu/trans/transit/index.html>

- The Wolfline is the NC State community's own bus service. Wolfline buses run every day that classes are in session, serving all 3 campuses, 2 to 3 park & ride lots, and surrounding residential areas.
- During the Fall and Spring semesters the Wolfline consists of 9 daytime routes and two nighttime routes. A sign on the front side and rear of each bus will tell you which route that bus serves.
- Wolfline Buses are white with red and black pinstripes. They can be identified by a red Wolfline placard attached to the front side and rear of the bus
- Wolfline buses travel along designated routes, stopping only at designated, marked Wolfline stops.
- Wolfline schedules are carefully planned to provide the most efficient and convenient service possible.
- The WolfLink Shuttle is a separate shuttle service that provides rapid and efficient service within NC State's Main Campus

## STUDENT ID

Students are required to have an AllCampus Card. The AllCampus Card office is located in the West Dunn Building. The AllCampus Card serves as a student identification card and allows admittance to the gym and many NCSU events. In addition, purchases can be made at the NCSU Bookstore and several campus eateries by using the AllCampus Card as a debit card. (To have campus purchases will be debited from an AllCampus Network account, credits must first be added at the West Dunn Building. Tickets to home games are free with valid AllCampus Card and are distributed on a first come-first serve basis. AllCampus Cards are also used to check out library materials at NCSU. If money is deposited on the AllCampus Card at the D.H. Hill Library, this student identification card can also be used as a library copy card.

While it is not mandatory for MS students to get an AllCampus card, there are several advantages:

- You can use the card to purchase computer hardware and software with academic discounts at the NCSU bookstore.
- Similarly, you can use the card to buy computers, software, and peripherals, sometimes at very large discounts, from third-party vendors such as [academicsuperstore.com](http://academicsuperstore.com).
- You can use the card to check out library materials, something you will probably want to do during the course of your graduate studies.
- You can use the card to attend NCSU cultural and sporting events.

## REGISTRATION AND RECORDS

### Registration and Records

Box 7313

Raleigh, NC 27695-7313

Phone: (919) 515-2572

Fax: (919)-515-2376

Office Hours: 8:00am-5:00pm (Monday - Friday), Closed Saturday/Sunday

Location: Basement of Harris Hall (Room 1000) at the corner of Thurman and Dan Allen Drive

[http://www2.ncsu.edu/ncsu/reg\\_records/](http://www2.ncsu.edu/ncsu/reg_records/)

### Updating Your Address

NCSU must keep up-to-date on student addresses. Registration and Records may be informed of changes of addresses by the following means:

- correct the information on-line
- mail in the form in the TRACS book
- fax in the information (515-2376 fax)
- stop by 1000 Harris Hall
- call (919) 515-2572

Not all divisions on campus access this information. Health Services (Clark Infirmary), Parking Services, D.H. Hill Library, and other divisions and departments should be kept up to date also. *Important!* Graduate students planning to be near NCSU year round should request that mail be sent to their local address during the summer.

## TRACS

### Registering

Online: [http://www2.ncsu.edu/ncsu/reg\\_records/tracs.html](http://www2.ncsu.edu/ncsu/reg_records/tracs.html)

Phone: (919) 515-2572 for Degree students; (919) 515-2265 for Lifelong Education students

Hours: 7:30am to 12 midnight (Monday - Friday), 2:00pm to 12 midnight (Sunday)

As a degree student, you should obtain a Personal Identification Number (PIN) from your academic adviser during the registration advising period. If you cannot reach your academic adviser or do not know who your adviser is, you should contact the Graduate Coordinator, Karen Lacey, at 515-4106. After obtaining your PIN, you may register for classes via TRACS by phone or online. The schedule of classes available for each semester is included in the TRACS book, which are available at the NCSU Bookstore or [http://www2.ncsu.edu/ncsu/reg\\_records/tracs.html](http://www2.ncsu.edu/ncsu/reg_records/tracs.html).

Type of Registration	URL
Schedule of courses, registration calendar, and registration instructions	<a href="http://www.ncsu.edu/registrar/courses/index.html">http://www.ncsu.edu/registrar/courses/index.html</a>
Registrar/Exam Calendar	<a href="http://www.ncsu.edu/registrar/calendars/">http://www.ncsu.edu/registrar/calendars/</a>

### TELEPHONIC REGISTRATION WORKSHEET

Dial 1-919-899-6278 to access TRACS by phone. The system will ask you to enter the following information. You must press the # key after each entry. The first column provides the system prompt, the second column provides the type of information that should be entered for that system prompt, and the third column provides the various options available for responses in parenthesis and underlined. For example, at the "Enter your request" system prompt, you may

wish to add a course to your schedule. You would enter the transaction code "A," then the six digit course call number that you obtained from the semester course catalog, and then the "#" key.

System Prompt	Your Response	Options For Your Response
For Registration	1#	
Action Code	R ( <u>semester code</u> ) #	Semester Codes: 1 for Spring registration 6 for Summer I registration 7 for Summer II registration 8 for Fall registration
Student ID Number	_____ #	
Personal ID Number (PIN)	_____ #	
Enter Your Request	( <u>transaction code</u> ) ( <u>6 digit course call number</u> ) #	Transaction Codes: <b>A</b> - To add a course or lab to your schedule <b>D</b> - To drop a course or lab from your schedule <b>AU*</b> - To add an audited course <b>MAU*</b> - To change a course already in your schedule as audit <b>MCR*</b> - To change a course to credit only after adding it to your schedule <b>W</b> - To place yourself on the wait list for a class that is closed. Be sure to record your wait list position number <b>L</b> - To list information about a course in your schedule (including building, room number, and wait list position) <b>S</b> - To see if a certain section of a course is available without adding the course  The following codes do not need to be followed by a Course Call Number:  <b>#</b> - To confirm an alternate open section if a class is full. TRACS will automatically search for and advise you of an open section at the same day and time. Press the "#" key if you want to continue to search for the same class at another day and time. To add the alternate class/section listed, note the Course Call Number and follow the ADD procedures listed above <b>L</b> - To list your entire course schedule <b>**#</b> - To cancel an entry when you have entered a transaction code, but have not entered the "#" key <b>*R#</b> - To repeat the previous message <b>T#</b> - To terminate the call

## TRACS LINK

[https://www.acs.ncsu.edu/reg\\_records/tracs\\_lk/trc\\_frm.html](https://www.acs.ncsu.edu/reg_records/tracs_lk/trc_frm.html)

TRACS LINK provides a secure connection to your personal student data. A valid Unity/Eos user ID is required to log in. If you do not know your user ID and password, please contact NC State University Computer Center Consultants at 515-3035 or <http://help.ncsu.edu/>.

The following information can be accessed and edited via TRACS LINK:

- Register - register for classes online
- Class Schedule - view your class schedule for the current semester
- Transcripts - view your transcript online
- Grades - obtain your grades for past semesters
- Academic Credit - view your total credits received
- Degree Audit -
- Address Change - update your current mailing address
- Email Address - update the email address published on the web in the NC State Student Online Directory (<http://www.ncsu.edu/phonebook/phone-simple.html>) and provided to faculty through class rolls and adviser lists. Note: this does not forward your email or change your NC State Computing Center email address
- Privacy Block - mark your personal information as private (Directory information is defined as a student's name, address, telephone number, date and place of birth, major field of study, student activities, weight and height, dates of attendance, degrees and awards received, the most previous educational agency or institution attended by the student, and a photograph. Directory information is considered public information and will be released unless the student requests privacy suppression. All other information is considered private, and will not be released outside the University without the expressed permission of the student, as required under The Family Educational Rights and Privacy Act of 1974).
- Tuition Surcharge - The tuition surcharge policy affects only undergraduate students. As a graduate student, you are not subject to a surcharge
- Progress Reports - The Academic Progress Reporting system is intended to facilitate communication among teaching faculty, students, and academic advisers. Progress Reports are generated by faculty members and are emailed nightly to students. Messages that have been emailed are available here on TRACS LINK as well.
- Comments – submit your comments, suggestions, or complaints about TRACS LINK

# TUITION PAYMENT

## Residency For Tuition Purposes

### Residency Officer

The Graduate School  
Box 7102  
NCSU  
Raleigh, NC 27695-7102  
Phone: (919) 515-4497

[http://www.fis.ncsu.edu/grad\\_publicns/handbook/resident.htm](http://www.fis.ncsu.edu/grad_publicns/handbook/resident.htm)

Students may become a legal resident of North Carolina (and significantly reduce their tuition) within a year of moving to North Carolina. Under North Carolina law, residency means maintaining a domicile (permanent home of indefinite duration) as opposed to a temporary residence incident to enrollment in a college, university, or technical institute of the state.

To apply for residency, students must submit the Residence and Tuition Status Application after about 9 or 10 months in residence. Additional paperwork may be required for resident aliens and married couples.

To fulfill the legal requirements, individuals must carry out the following steps. These actions begin the 12 month waiting period required in order to attain residency.

1. Demonstrate that he/she is financially independent of parents(s) or guardians if the parents or guardian are non-residents of North Carolina
  2. Demonstrate a visible means of support substantiating the claim of financial independence
  3. Demonstrate intent to make North Carolina his/her permanent dwelling place indefinitely by performing residency acts at the beginning of the 12 month period (see below). These acts should be undertaken immediately upon a student's arrival to campus at North Carolina (within the first ten days) (For more information, see <http://www2.acs.ncsu.edu/grad/students/current/resident.htm>).
- Convert vehicle registration to NC (Dept. of Motor Vehicles (DMV), 1100 New Bern Ave, Ph 919-861-3577).
  - Obtain a NC driver's license or obtain a NC Identification Card <http://www.ncdot.org/dmv/>.
  - Register to vote in NC after 30 days of residence in the city at one of the following locations: Wake County Court House, DMV, or a public library (Cameron Village Regional Library 1930 Clark Ave, Ph 919-856-6710).
  - List personal property at the Wake County Courthouse for taxation (note: this listing is automatic for a motor vehicle at the time the vehicle registration is converted)
  - File a NC tax return as a resident
  - Retain year-to-date cumulative wage earning statements from all jobs held during the 12-month period
4. Once having clearly established the intent and financial independence, maintain North Carolina residency for 12 months immediately prior to the semester in which the in-state status can be active

## Cashiers Office

1101 Pullen Hall, Box 7213  
Raleigh, North Carolina 27695-7213  
Phone: (919) 515-2988 - Cashier  
Phone: (919) 515-2986 - Student Accounts  
Phone: (888) NCSUJCO (627-8826) Toll Free  
Office Hours: 8:00 a.m. - 5:00 p.m. (Monday – Friday)  
<http://www7.acs.ncsu.edu/cashier/>  
<https://www.acs.ncsu.edu/scripts/uco/SAImain> (Student Account Inquiry)

## Financial Aid

### Office of Financial Aid

Box 7302  
Raleigh, NC 27695-7302  
Phone: (919) 515-2421  
Fax: (919) 515-8422  
Office Hours: 8:00 a.m. to 5:00 p.m. (Monday – Friday)  
[http://www7.acs.ncsu.edu/financial\\_aid/](http://www7.acs.ncsu.edu/financial_aid/)

Program	URL
Student Jobs Listing	<a href="http://www7.acs.ncsu.edu/student_jobs/selectjobs.html">http://www7.acs.ncsu.edu/student_jobs/selectjobs.html</a>
Fellowships and travel funds	<a href="http://www2.acs.ncsu.edu/grad/funding/fellows.htm">http://www2.acs.ncsu.edu/grad/funding/fellows.htm</a>
Federal Work-Study	<a href="http://www7.acs.ncsu.edu/workstudy_jobs/workstudy.asp">http://www7.acs.ncsu.edu/workstudy_jobs/workstudy.asp</a>
Graduate Student Support Plan	<a href="http://www.fis.ncsu.edu/grad_financialService/">http://www.fis.ncsu.edu/grad_financialService/</a>
Diversity Enhancement Program Grants (Priority deadline: April 1)	<a href="http://www.fis.ncsu.edu/Grad/grants.htm">http://www.fis.ncsu.edu/Grad/grants.htm</a>

The range of financial assistance available at the graduate level is very broad. There are four basic types of financial assistance: fellowships, teaching/research assistantships, Federal Work-Study, and loans. This fact sheet will focus on the first three. Further information on federal loan programs may be obtained from the Office of Financial Aid.

The Graduate Student Support Plan is a highly competitive support package used to attract top students to NC State. Under the Plan, students supported on a teaching or research assistantship or a fellowship of at least \$666.67 per month and who meet the minimum registration requirement, receive (at no cost to the student) health insurance and (for a limited number of semesters) tuition. Access our web site, which explains the plan in more detail, provides answers to frequently asked questions, and allows you the opportunity to ask questions about the plan.

## Graduate Teaching Assistant

A half-time Graduate Teaching Assistant is expected to spend approximately 20 hours per week fulfilling his/her assigned teaching responsibilities associated with the stipend. This may be independent of time spent in teaching or research activities that are part of the academic requirements of the degree program. The expected time commitment for students whose appointment is less than or greater than half-time are in the same proportion to a 40-hour week as that of the half-time appointment (e.g., 10 hours for a one-quarter time appointment and 30 hours for a three-quarter time appointment).

A Graduate Teaching Assistant is defined as a student who is appointed in an academic department or program (Department ID from 11####-20####) and is appointed in the University Human Resources system under Job Code A138, A178 / Employee Class 6. In addition, the student must meet one of the following criteria:

1. Directly participates in the teaching mission of the unit as instructor of record, lab instructor, recitation leader, lab or lecture assistant, or has responsibilities in direct support of classroom instruction in the unit, such as lab setup or working in an instructional computer lab
2. Provides general support to the teaching mission of the department or program., is in good academic standing (3.0 or better average), unless an exception is granted by the Graduate School, and is registered in each semester in which the appointment is in effect.

## LIFE IN RALEIGH

### News and Calendars

	Name	URL
City Life	Greater Raleigh Convention and Visitors Bureau Visitor's Guide	<a href="http://www.raleighcvb.org/">http://www.raleighcvb.org/</a>
News	<i>Technician</i> (NC State University Student Newspaper)	<a href="http://technicianonline.com/">http://technicianonline.com/</a>
	News & Information (NC State University)	<a href="http://www.ncsu.edu/news/">http://www.ncsu.edu/news/</a>
	News & Observer	<a href="http://newsobserver.com/">http://newsobserver.com/</a>
Calendars	Graduate School Calendars	<a href="http://www2.acs.ncsu.edu/grad/calendar.htm">http://www2.acs.ncsu.edu/grad/calendar.htm</a>
	NC State University Calendars	<a href="http://www.ncsu.edu/Calendar/">http://www.ncsu.edu/Calendar/</a>
	Local Community Calendar	<a href="http://triangle.com/">http://triangle.com/</a>
	Registration/Exam Calendar	<a href="http://www.ncsu.edu/registrar/calendars/index.html">http://www.ncsu.edu/registrar/calendars/index.html</a>

### Student Associations

#### University Graduate Student Association

[http://www.ncsu.edu/stud\\_orgs/ugsa/](http://www.ncsu.edu/stud_orgs/ugsa/)

Penny Koommoo  
President, UGSA  
Box 7111  
919-512-2314  
[president@ugsa.ncsu.edu](mailto:president@ugsa.ncsu.edu)

Whether part-time or full-time, all graduate students are represented by the UGSA and all graduate students are eligible for the services we provide. Part of your graduate student fee is used to improve upon the services UGSA offers. Membership offers a first hand knowledge of opportunities and issues concerning NC State grad students. Membership guidelines are accessible through the UGSA home page at <http://ugsa.ncsu.edu/>.

#### Association for the Concerns of African-American Graduate Students

Witherspoon Center  
Room 366  
Phone: (919) 515-8720  
[http://www.ncsu.edu/stud\\_orgs/acaags/](http://www.ncsu.edu/stud_orgs/acaags/)

The Association for the Concerns of African-American Graduate Students is an independent student organization for all students who seek to address the needs, concerns, and interests specific to African-American graduate students. Established in 1968, ACAAGS has played an active role in the academic support, cultural enrichment and social enhancement of its members. Meetings are held in the Witherspoon Center Room 375 at 5:30 PM each month.

## University Housing

Location: 1112 Pullen Hall  
 Phone: (919) 515-2440  
 Office hours: 8:00 a.m. to 5:00 p.m. (Monday-Friday)  
 Email: [housing@ncsu.edu](mailto:housing@ncsu.edu)  
 URL <http://www.ncsu.edu/housing/index.php>

University Housing supports the mission of North Carolina State University by providing programs, services and facilities which promote educational and personal development for campus residents. Information on telecommunications services is available at [http://www.fis.ncsu.edu/telecom/sts/svs\\_offered.htm](http://www.fis.ncsu.edu/telecom/sts/svs_offered.htm).

Housing Information	URL
Rent Net	<a href="http://www.rent.net/ctg/cgi-bin/RentNet/Home/?ref=gotoapt">http://www.rent.net/ctg/cgi-bin/RentNet/Home/?ref=gotoapt</a>
Moving DotCom	<a href="http://www.moving.com/">http://www.moving.com/</a>
Apartments.Com	<a href="http://www.apartments.com/index.htm">http://www.apartments.com/index.htm</a>
NC State University Housing	<a href="http://www.ncsu.edu/housing/">http://www.ncsu.edu/housing/</a>

## Banks

There are several banks located near campus. The following table presents their addresses and phone numbers.

Bank	Address	Phone
Branch Banking & Trust (BB&T)	1806 Hillsborough Street (University)	919-856-3110
	2105 Cameron Street (Cameron Village)	919-755-7121
First Citizens Bank & Trust	2109 Avent Ferry Road (Mission Valley)	919-755-7374
First Union National Bank	601 Oberlin Road (Cameron Village)	919-829-6654
	3928 Western Blvd. (Western Blvd. Office)	919-881-6262
Mechanics and Farmers Bank	13 E. Hargett Street (Downtown)	919-821-4611
Bank of America	321 Oberlin Road (Cameron Village)	919-829-6654
Raleigh Federal Savings Bank	2101 Clark Avenue (Cameron Village)	919-821-7972
Wachovia Bank & Trust	2600 Hillsborough Street (University)	919-755-7710
	2001 Clark Avenue (Cameron Village)	919-755-7912

## Nearby Restaurants

Restaurant	Address	Phone
Ben's Jamaican Restaurant	8306 Chapel Hill Road	(919) 380-1818
Brothers Pizza	2508 1/2 Hillsborough Street	(919) 832-3664
Cup-A-Joe	3100 Hillsborough Street	(919) 828-9665
Frazier's	2418 Hillsborough St	(919) 828-6699
Mama's Country Cooking & Catering	2008 New Bern Avenue	(919) 231-3611
Ma Perry's Country Kitchen	125 North Harrington Street	(919) 839-0709
Mitch's Tavern	2426 Hillsborough Street	(919) 821-7771
Pizza Hut	3921 Western Boulevard	(919) 851-3583
Rock-n-Reggae	2109-110 Avent Ferry Rd.	(919) 832-3577
The Rathskeller	2412 Hillsborough Street	(919) 821-5342
Two Guys	2504 Hillsborough Street	(919) 832-2324
Varsity Grill	2235 Avent Ferry	(919) 755-3880
Bruegger's Bagel Bakery	2302 Hillsborough Street	(919) 832-6118

## HEALTH SERVICES

### Medical Services

#### Student Health Services

Location: Clark Hall

Phone: (919) 515-2563

Phone: (919) 515-7762 (Gynecology Appointments 8:00am – 4:45pm Monday - Friday)

Phone: (919) 515-7107 (All Other Appointments 8:00am – 4:45pm Monday - Friday)

Fax: (919) 515-6303

[http://www.ncsu.edu/student\\_health/](http://www.ncsu.edu/student_health/)

Office Hours:

- Spring/Fall Semesters: Open 24 hours (Monday-Friday, except holidays and breaks); 8:00am - 11:00 p.m. (Saturday and Sunday)
- Summer Semester: 8:00am – 5:00pm (Monday-Friday)

Student Health Services offers health care to students in a campus facility staffed by eight full-time physicians, four nurse practitioners, a pharmacist, laboratory technicians, registered nurses, health educators, and support staff. All currently enrolled students are eligible for medical care. The pre-paid health fee covers professional services such as nurse and M.D. visits, laboratory tests, cold medications, and health education. There is a nominal charge for x-rays, prescriptions, and specialty clinics. Students are responsible for all services received off-campus, (e.g., off-campus M.D. or hospital).

Appointments are needed to see a health care provider and may be made in person at the Health Service or by calling the office. Urgent medical problems will be seen at the clinic 24 hours a day. Physicians maintain office hours Monday through Friday, 8:30 a.m.-4:15 p.m. and are on call at other times.

### Immunization Requirements

Phone: 919-515-7233

[http://www.ncsu.edu/student\\_health/immunizations/immunization.html](http://www.ncsu.edu/student_health/immunizations/immunization.html)

All graduate students admitted to a degree program are required by state law to submit a report of medical history and immunization documentation prior to completing their initial registration. This report must document immunization against tetanus/diphtheria, measles, German measles, polio, and a TB skin test. Entering graduate students who have just completed their undergraduate work at NC State must have their medical history on file updated. The required reports should be received in Student Health Services at least 30 days before registration. If this requirement is not met, **dismissal** from school is **mandatory** under the law.

### Health Insurance

Phone: (919) 515-2563

<http://www.hillchesson.com/>

NC State strongly encourages each student to have accident and sickness insurance protection, either through a parent's group policy or under the NC State Student Insurance Plan. International students are required to have health insurance. The North Carolina State University Student Medical Insurance Plan is available to all students with an optional catastrophic coverage program. This plan helps cover the cost of referrals to off-campus specialists or to hospitals for serious illnesses. A brochure describing the NC State student plan is mailed to all students in July. Please contact the office for specific costs associated with the policy.

Students who have Teaching Assistantship, Research Assistantship, or Fellowship appointments that pay a stipend of \$3,000 or more per semester will be provided with the NC State Medical Insurance Plan (including the optional catastrophic coverage) as a benefit as long as the appointment is in effect.

## **Counseling Center**

Student Health Services

Box 7312 Raleigh, NC 27695-7312

Phone: (919) 515-2423

In Emergency: (919) 515-2563

Location: Second floor of the new Student Health Service building at 2815 Cates Avenue

Office Hours: 8:00 am to 5:00 pm (Monday through Friday), except NCSU holidays

[http://www.ncsu.edu/counseling\\_center/](http://www.ncsu.edu/counseling_center/)

Call 515-2423 or stop by our offices on the second floor of Student Health Service to schedule an appointment. Walk-in services are available 9:00 am to 4:00 pm daily (11:00 - 4:00 on Wednesdays). Emergency service is available continuously, 24 hours/day, 365 days/year. When the Counseling Center is closed, you may contact the Student Health Service at 515-2563. If Student Health Services is closed, contact Public Safety at 515-3333. The Counselor on Call will call you back.

The Counseling Center provides counseling for NC State students experiencing personal, academic, or vocational problems. Psychological assessment and psychiatric consultation are also available. Services are primarily short-term in nature and referrals to other helping professionals and community agencies are made as appropriate. Strict confidentiality is assured. Most services are free to currently enrolled students of North Carolina State University.

## **BOOKSTORE**

NCSU Bookstores

Box 7224

Dunn Ave.

Raleigh , NC 27695-7224

Phone: (919) 515-2161

Fax: (919) 515-2618

Office Hours: Monday/Wednesday/Friday 8:00am – 6:00pm, Tuesday 8:00am – 7:00pm, Saturday 10:00am – 4:00pm, Sunday  
Closed

Location: South side of campus at the end of Dunn Avenue, just past Reynolds Coliseum and the Talley Student Center (Building  
#98 on the central campus map)

<http://www.fis.ncsu.edu/ncsubookstores/>

The bookstore accepts VISA, MasterCard, Discover, American Express, the NCSU All Campus Card, and personal checks (with your local address, phone number, driver's license, and a one other valid I.D.). All textbooks and related course materials that students are required to purchase for courses taught at NCSU shall be listed with the NCSU Bookstores by faculty members responsible for courses. Such materials shall include standard textbooks and manuals from publishing houses as well as reprinted or photocopied books or manuals produced by local vendors. All such book, manuals, and related materials may be made available at the NCSU Bookstore to students who desire to purchase the materials on campus. For materials that cannot be made available at the bookstore but are available locally off campus, a list will be posted displaying the name and location of the commercial enterprise where the materials can be purchased. The NCSU Bookstores will share all listings received from faculty members with any commercial enterprise interested in selling required course materials to NCSU student. A nominal charge may be levied for each listing sufficient to cover costs of reproduction and related overhead.

## **CHILD CARE**

Phone: (919) 851-7896 (Campus Child Care Center)

Phone: (919) 571-1420 (Child Care Resource and Referral)

Phone: (919) 515-3127 (NCSU Child Care Information Exchange)

900 Trailwood Dr.

[http://www7.acs.ncsu.edu/benefits/child\\_care/discount\\_providers/providersForm.asp](http://www7.acs.ncsu.edu/benefits/child_care/discount_providers/providersForm.asp)

The Campus Child Care Center is a parent cooperative that serves the NCSU community, including graduate student families. The Center has a low student-to-teacher ratio. All teachers have degrees. A few need-based child care scholarships are available through the NCSU Human Resources Department (515-6575). Arrangements should be made as early as possible because openings are limited.

Additional child care information is available from the Child Care Resource and Referral of Wake County. For a \$5.00 fee, they will provide a list of licensed and registered day care centers and private individuals with openings. More information is available through the NCSU Child Care Information Exchange.

## COMPUTING SERVICES

[http://www.ncsu.edu/comp\\_index.html](http://www.ncsu.edu/comp_index.html)

### What is Unity/Eos?

Unity (also known as Unity/Eos, Eos/Unity, and the Realm) is a distributed computing environment for academic computing at NC State. Unity/Eos computing accounts include e-mail services. Note: By default, these services use conventional POP (Post Office Protocol). You can check your e-mail on campus by logging in to a workstation in any Unity lab and using the e-mail software provided on the Unity/Eos network. You may also check your e-mail from home; see below for information on how to configure your home e-mail software for your NC State POP or IMAP services.

Description	URL
Changing Your Password	<a href="http://www.ncsu.edu/password">http://www.ncsu.edu/password</a>
Choosing an Internet Service Provider (ISP)	<a href="http://www2.ncsu.edu/cc-consult/ISPs.html">http://www2.ncsu.edu/cc-consult/ISPs.html</a>
Computer Acronyms	<a href="http://www.ucc.ie/info/net/acronyms/acro.html">http://www.ucc.ie/info/net/acronyms/acro.html</a>
FOLDOC Computer Terminology Dictionary	<a href="http://nightflight.com/foldoc/">http://nightflight.com/foldoc/</a>
Guide to Eos and Unity Computing	<a href="http://www.eos.ncsu.edu">http://www.eos.ncsu.edu</a>
Guides and Tutorials	<a href="http://www.ncsu.edu/it/essentials/education_training/">http://www.ncsu.edu/it/essentials/education_training/</a>
IMAP Mail: Learn to configure your email for IMAP	<a href="http://www.ncsu.edu/imap/readers.html#message">http://www.ncsu.edu/imap/readers.html#message</a>
IMAP Mail: Learn to use NC State Webmail	<a href="http://www.ncsu.edu/it/essentials/email_messaging/imap/index.html">http://www.ncsu.edu/it/essentials/email_messaging/imap/index.html</a>
IMAP Mail: Learn what it is and how to move from POP mail to IMAP mail	<a href="http://www.ncsu.edu/it/essentials/email_messaging/imap/index.html">http://www.ncsu.edu/it/essentials/email_messaging/imap/index.html</a>
NC State Online Directory (email, phone, address)	<a href="http://www.cgibin.ncsu.edu/phone-simple.html">http://www.cgibin.ncsu.edu/phone-simple.html</a>
NCSU Mail: Learn all about it	<a href="http://www.ncsu.edu/it/essentials/email_messaging/basics.html">http://www.ncsu.edu/it/essentials/email_messaging/basics.html</a>
Regulations and rules for computer network use:	<a href="http://www.ncsu.edu/it/essentials/rules_regs.html">http://www.ncsu.edu/it/essentials/rules_regs.html</a>
ResNet: computer network access in on-campus housing	<a href="http://www.ncsu.edu/resnet/">http://www.ncsu.edu/resnet/</a>
Software in the Unity/Eos realm	<a href="http://www.eos.ncsu.edu/software/">http://www.eos.ncsu.edu/software/</a>
System news: The latest from Eos/Unity Systems Administrators	<a href="http://sysnews.ncsu.edu/">http://sysnews.ncsu.edu/</a>
Understanding Your Email address	<a href="http://www.ncsu.edu/it/essentials/email_messaging/address.html">http://www.ncsu.edu/it/essentials/email_messaging/address.html</a>
Unity Account FAQ	<a href="http://help.ncsu.edu/FAQ.html">http://help.ncsu.edu/FAQ.html</a>
Unity Computing Labs: open to all with Unity/Eos accounts	<a href="http://www.ncsu.edu/it/essentials/connections_labs/workstations/">http://www.ncsu.edu/it/essentials/connections_labs/workstations/</a>
Getting Started with Unity	<a href="http://www.ncsu.edu/it/essentials/your_unity_account/get_started.html">http://www.ncsu.edu/it/essentials/your_unity_account/get_started.html</a>
Using Mac computers in Unity labs	<a href="http://www.ncsu.edu/it/essentials/connections_labs/workstations/mac/">http://www.ncsu.edu/it/essentials/connections_labs/workstations/mac/</a>
Using Windows XP computers in Unity labs	<a href="http://www.ncsu.edu/it/essentials/connections_labs/workstations/windows/">http://www.ncsu.edu/it/essentials/connections_labs/workstations/windows/</a>
Using Unix Workstations in Unity labs	

## Computing Services Consultants

Campus Box 7109

Phone: (919) 515-HELP (4357)

Fax: 515-3787

Location: Information Center, Room 208, Hillsborough Building (on the northeast corner of Hillsborough Street and Gardner Avenue)

Office Hours: 8:00am – 6:00pm (Monday-Thursday), 8:00am – 5:00pm (Friday)

Email: [help@ncsu.edu](mailto:help@ncsu.edu)

<http://help.ncsu.edu/>

Computing Services consultants provide computing help desk and consulting services for academic computing at NC State. In cooperation with other computing consultants on campus, we support Eos/Unity, the NC State Unix-based distributed computing network, and its software applications (including SAS and SPSS). Help with local area networks, micro-computing applications (for Macintosh and Intel-based computers), supercomputing, multimedia, and hardware and software needs analysis is also available. Check out our new chat service at <http://help.ncsu.edu>. For complicated computing problems, we recommend that you make an appointment to meet with a consultant.

For Computing Help, search the NC State consultants' Help Database of frequently asked questions (FAQs) about computing at NC State. If you have already contacted us with a question or problem, you will receive a tracking number that can be used to determine the status of your call.

## College of Humanities and Social Sciences (CHASS) Computing Services

Phone: (919) 515-3512

Fax: (919) 515-1635

Hours of Operation: 8:00am – 7pm (Monday-Thursday), 8:00am-5:00pm (Friday), Closed on Saturday and Sunday

Email: [chasscs@social.chass.ncsu.edu](mailto:chasscs@social.chass.ncsu.edu)

<http://www.chass.ncsu.edu/it/> (CHASS Computing)

<http://hclabs.ncsu.edu> (Humanities Computing)

<http://hcl.chass.ncsu.edu/ssl/ssl.htm> (Winston Lab)

Humanities computing labs are located in 113 Tompkins Hall and 118 Winston Hall. Tompkins 110 (the Computer-Assisted Classroom) will be open only for scheduled classes. The following software is available to students using the CHASS Computer Labs:

Type	Software Application
Word Processing and Layout	Word, Works, WordPerfect, PageMaker
Spreadsheet	Excel, Quattro Pro
Presentation	PowerPoint, Presentations
Database	Access
Graphics	PhotoEditor, Paint
HTML Editor	FrontPage
Networking Applications	WS FTP, Pegasus Mail, P-Mail to Unity, Telnet to Unity
Utilities	Acrobat Reader, TextArt, GIF Construction Set, Dr. Solomon's AVTK, Notepad, Calculator

## **LIBRARY**

### **NCSU Libraries**

2205 Hillsborough Street

Box 7111

Raleigh, NC 27695-7111

Phone: (919) 515-3364

Hours: 24 hour service from 9:00 am Sunday until 10:00 pm Friday, 9:00 am - 10:00 pm (Saturday), Specific hours for the reference desk and other special services can be found at <http://www.lib.ncsu.edu/hours.html>

Location: Hillsborough Street across from First Wachovia Bank and the Electric Company Mall

<http://www.lib.ncsu.edu/index.html>

Many of the services of the NC State library can be found online, including searching the books and periodicals held by the library, accessing electronic copies of reserved materials that your professor has requested, searching periodical databases, and requesting materials through InterLibrary Loan. The library also offers a MyLibrary option on their web site where you can customize the content of the web site for your specific needs. To setup MyLibrary, simply follow the instructions found at <http://my.lib.ncsu.edu/>.

The library is on Hillsborough St., approximately 2 miles from I-440. Parking is available at metered spaces directly in front of and to the east of the library. Free, unlimited parking is available at the visitor's lot off of Hillsborough St. There will be green signs directing you to visitor information and parking (signs start near the Bell Tower). Follow the signs to the gate and ask for parking instructions and a campus map.

## THE M.S. PROGRAM

### Checklist

- Arrange an advising appointment with the M.S. advisor, Dr. Dicks (513-7354) to determine class schedule and obtain PIN for registration
- Complete the immunization tests required by Health Services
- Send tuition payment and/or financial aid paperwork to the Cashier's Office
- Attend new M.S. student orientation
- Complete paperwork required of new M.S. students (including patent waiver)
- Provide the M.S. secretary, Karen Lacey (515-4106) with contact information and email address for the departmental directory and listserv
- Attend financial aid orientation, if necessary
- Attend Teaching Assistantship orientation, if necessary
- Register for classes through TRACS
- Get student ID card from AllCampus Card office
- Obtain parking permit from Transportation if necessary
- Obtain books for classes from the NCSU Bookstore
- Locate child care services, if necessary
- Obtain user ID, password, and email address from Computing Services
- Start classes!

### M.S. Student Orientation

New M.S. student orientation is held a few months before the beginning of each semester to familiarize new students with the M.S. program. At orientation, you will meet some of the faculty and current M.S. students, get to know other new M.S. students, learn about various administrative items that need to be completed (such as advising and registration), and complete a variety of forms, including the Patent Agreement. The Patent Agreement is meant to ensure that all graduate students will adhere to the patent and copyright procedure of NCSU in the event that an invention is made by the student using university facilities and the invention results in the student receiving a profit or royalties, then the university has a right to a portion. More information is available at 515-1985.

### M.S. Program Contact Information

#### NCSU English Department

Box 8105

Raleigh, NC 27695-8105

Phone: (919) 515-3866

Fax: (919) 515-1836

<http://www.chass.ncsu.edu/english/englishnew/index.htm> (English Department)

<http://www.chass.ncsu.edu/english/msprog/source.html> (M.S. Program)

Karen Lacey, Department Secretary (919) 515-4106, [lacey@social.chass.ncsu.edu](mailto:lacey@social.chass.ncsu.edu)  
Dr. Stan Dicks, M.S. Advisor, (919) 513-7354, [sdicks@unity.ncsu.edu](mailto:sdicks@unity.ncsu.edu)

### Course Locations

Most courses that you will take for the M.S. program will be held in Tompkins Hall (#22 on the Campus Map), which is located near the Bell Tower on Hillsborough Street between Watauga Club Drive/Enterprise Street and Logan Court. Tompkins Hall is adjoined by Caldwell Hall and Winston Hall. Nearby restaurants include Bruegger's and Mitch's Tavern. Courses taken outside of the English department may be held in other buildings on campus.

## M.S. Program Requirements

The following listing provides the required and elective courses for the Masters of Science in Technical Communication. Students are strongly encouraged to take the required courses (with the exception of ENG 675) during their first year of coursework since they provide a foundation for the remainder of the program and should assist in determining your concentration for the program. ENG 517 and 512 are typically offered in the fall semester and ENG 518 and 515 in the spring.

### Required Courses – 15 credits

All students must take the following courses:

ENG 517	Advanced Technical Writing and Editing
ENG 518	Publication Management for Technical Communicators
ENG 512	Theory and Research in Professional Writing
ENG 515	Rhetoric of Science and Technology
ENG 675	Projects in Technical Communication

### Applications Courses - 9 or 12 Credits

Following are examples of applications courses that students can choose from. For a comprehensive list of all approved courses, see

<http://www.chass.ncsu.edu/english/msprog/elective.html>

ENG 508	Usability Studies for Technical Communication
ENG 519	Online Information Design and Evaluation
ENG 520	Science Writing for the Media
ENG 583B	Seminar in Scientific Communication
COM 556	Organizational Communication
COM 566	Crisis Communication
CSC 461	Computer Graphics
ECI 716	Design and Evaluation of Instructional Materials
GD 517	Advanced Typographical Systems

### Elective Courses – 6 or 9 credits

Following are examples of elective courses that students can choose from. For a comprehensive list of all approved courses, see <http://www.chass.ncsu.edu/english/msprog/elective.html>

ENG 513	Empirical Research in Composition
ENG 514	History of Rhetoric
ENG 516	Rhetorical Criticism
ENG 524	Introduction to Linguistics
ENG 525	Variety in Language
ENG 527	Critical Discourse Analysis
ENG 541	Contemporary Literary Theory
COM 462	Cross-Cultural Communication
COM 552	Communication Theory
PA 515	Research Methods and Analysis
ST 500	Statistics for the Behavioral Sciences

### Advised Elective Course Fields

Agricultural Communication  
Environmental Communication  
Industrial Communication  
Medical/Health Communication  
Human Factors  
Information Systems Communication  
Instructional Design and Computers in Instruction  
Organizational Management  
Public Administration

## **Work Experience**

The equivalent of one semester of relevant professional work experience is required of all students. Positions may be available through the University's Cooperative Education Program. Previous work experience may satisfy this requirement.

## **Transfer Credit**

Transcripts of college course credit for new transfer students and for NC State students who have taken course work at another institution are evaluated by the dean of the appropriate college to determine how the work applies toward fulfilling the graduation requirements of each student's intended curriculum. Credit accepted for transfer from another institution is shown only as credit hours and is not included in the computation of the grade point average.

## **Credit by Examination**

Credit by examination in graduate courses may be awarded for up to six credit hours. Credit accepted for credit by examination is shown only as credit hours and is not included in the computation of the grade point average. Credit by examination may not be obtained for research, seminars, project courses, or audits. Residency requirements are not fulfilled by courses in which credit is awarded by examination. Credit by examination is permitted when all of the following conditions exist:

- A course required on the Plan of Graduate Work is not taught within time periods indicated by the Graduate Catalog or in time periods limited by agreements with outside agencies
- The student requesting the examination has not previously registered for the course, either for credit or audit
- The academic standards for credit by examination are commensurate with the academic standards for the course
- The examination for credit is approved by the Director of Graduate Programs and the examination is prepared by and supervised by appropriate faculty
- Credit is to be given only when the performance is judged to be equivalent to a "B" grade or higher
- Only one examination for credit is to be permitted for the same course
- The request for credit by examination is approved by the Graduate School

## **Grades**

### **Regular Grading Scale and Grade Points**

The following grade points are used in the calculation of grade point averages. A grade of C- satisfies all "grade of C or better" prerequisites and other "C-wall" requirements. A+ grades will contribute to the Grade Point Average up to a maximum of 4.000. The number of credit hours attempted in a semester or summer session (for which regular grades are received) is divided into the total number of grade points earned to arrive at the grade point average. Effective for all students and for all courses taken during or after Fall 1998, the cumulative and semester Grade Point Averages will include the effect of any A+ grades awarded (at 4 1/3 grade points) up to a grade point average of 4.000. The grade point average will be calculated to three decimal points.

Grades are posted at the end of each semester on TRACSLink, via TRACS phone, and mailed to your home address.

Grade	Grade Points
A+	4 1/3
A	4
A-	3 2/3
B+	3 1/3
B	3
B-	2 2/3
C+	2 1/3
C	2
C-	1 2/3
D+	1 1/3
D	1
D-	2/3
F	0

## Faculty

The M.S. faculty consists of the following educators. The courses taught and research interests are listed for each faculty member below. If you have a particular area of interest for your concentration, you may want to contact the faculty member(s) who teach courses in that area for assistance in designing your program.

**Chris Anson** (Ph.D., Indiana University) Professor – composition, research, theory, and pedagogy. Research interests: writing development, writing across the curriculum, response to writing, literacy, English language, and faculty development. Director of Campus Writing and Speaking Program (1999).

Phone: (919) 515-2577  
 Email: [chris\\_anson@ncsu.edu](mailto:chris_anson@ncsu.edu)

**Stan Dicks** (Ph.D., Ohio University) Associate Professor – technical communication, document design, publications management, and usability testing. Research interests: integrated and multimedia documentation systems, technical communication management, and usability testing theories and practices. 15 years of industry experience as a technical writer and manager. (1997)

Phone: (919) 513-7354  
 Email: [sdicks@unity.ncsu.edu](mailto:sdicks@unity.ncsu.edu)

**Michael Carter** (Ph.D., Purdue University) Associate Professor – rhetoric and composition. Research interests: writing theory, meaning and value of writing, rhetoric, and communication across the curriculum. (1986)

Phone: (919) 515-4120  
 Email: [michael\\_carter@ncsu.edu](mailto:michael_carter@ncsu.edu)

**David Covington** (Ph.D., Vanderbilt University) Associate Professor – technical communication. Research interests: visual rhetoric and technical communication. (1978)

Phone: (919) 515-4135  
 Email: [covington@social.chass.ncsu.edu](mailto:covington@social.chass.ncsu.edu)

**Steven Katz** (Ph.D., Rensselaer Polytechnic Institute) Associate Professor – technical writing, scientific communication, and rhetoric. Research interests: rhetorical analysis of science and technology, scientific communication, and technological and corporate ethics. (1986)

Phone: (919) 515-4119  
 Email: [sbkeg@unity.ncsu.edu](mailto:sbkeg@unity.ncsu.edu)

**Susan Katz** (Ph.D., Rensselaer Polytechnic Institute) Associate Professor – technical, professional, and business writing. Research interests: workplace writing, organizational

socialization, and the development of power. 12 years of industry experience in television and advertising. (1996)

Phone: (919) 515-4124  
Email: [smk@unity.ncsu.edu](mailto:smk@unity.ncsu.edu)

**Carolyn Miller** (Ph.D., Rensselaer Polytechnic Institute) Professor – rhetoric and technical writing. Research interests: rhetoric of science and technology, rhetoric and community, rhetorical genres, rhetorical invention, argument analysis, risk communication. 4 years of industry experience in technical and medical writing and editing (1973)

Phone: (919) 515-4126  
Email: [cmiller@ncsu.edu](mailto:cmiller@ncsu.edu)

**Nancy Penrose** (Ph.D., Carnegie Mellon University) Associate Professor – writing theory and empirical research. Research interests: cognitive processes in writing and reading and professional and academic socialization. (1987)

Phone: (919) 515-4117  
Email: [penrose@ncsu.edu](mailto:penrose@ncsu.edu)

**David Rieder** (Ph.D., University of Texas-Arlington) Assistant Professor – writing theory, rhetorical studies, technical communication, and computers and writing. Research interests: theories and philosophies of rhetoric and writing, multimedia design, critical theory, and post/modern theory.

Phone: (919) 515-4172  
Email: [dmrieder@unity.ncsu.edu](mailto:dmrieder@unity.ncsu.edu)

**Jason Swarts** (Ph.D., Rensselaer Polytechnic Institute) Assistant Professor – technical writing, document design, editing, and online information design. Research interests: training and mentorship in technical communication, the mediational properties of communication technology, cooperative design, and the relationship of texts to the construction and maintenance of distributed networks of knowledge and activity.

Phone: (919) 515-3866  
Email: [jswarts@unity.ncsu.edu](mailto:jswarts@unity.ncsu.edu)

**Catherine Warren** (Ph.D., University of Illinois at UrbanaChampaign) Assistant Professor – reporting and editing, science journalism. Research interests: science, technology, and society; race, class and gender issues in the media; and women and medicine.

Phone: (919) 515-4105  
Email: [cwarren@unity.ncsu.edu](mailto:cwarren@unity.ncsu.edu)

## ETC Listserv

All communication with M.S. students is conducted via the etc listserv. To ensure that you get important information about registration meetings, advising, job openings, etc., it is critical that you keep your email address information current with the MS director and/or the department graduate secretary.

Listservs make it easy for a group of people to have discussions via email. Instead of each of you having to send the email message to each of the people who want to participate in the discussion, you can send the message to one email address for your list. The email is then redistributed to everyone who subscribes to the list. Reading a list, then, is a matter of reading your e-mail. More information about listservs at NC State can be found at [http://www.ncsu.edu/it/essentials/email\\_messaging/list\\_services/index.html](http://www.ncsu.edu/it/essentials/email_messaging/list_services/index.html).

You are strongly encouraged to subscribe to the M.S. program listserv, which provides you with announcements and information, such as job openings, special events related to the M.S. program, and administrative news. To subscribe to the ETC listserv, send an email to

listserv@listserv.ncsu.edu with only the following in the body of the email: subscribe ETC.  
Instructions for using the listserv will then be emailed to you.

## Professional Development

### Career Center

2100 Pullen Hall / Campus Box 7303  
Raleigh, NC 27695-7303  
Phone: (919) 515-2396  
Fax: (919) 515-4210  
Email: [career\\_center@ncsu.edu](mailto:career_center@ncsu.edu)  
<http://www.ncsu.edu/career/>

### Internships

Contact the M. S. advisor.

### Cooperative Education

212 Peele Hall  
Campus Box 7110  
Raleigh, NC 27695-7110  
Phone: (919) 515-2300  
Fax: (919) 515-7444  
[http://www2.ncsu.edu/ncsu/co-op\\_ed/](http://www2.ncsu.edu/ncsu/co-op_ed/)

Cooperative Education (co-op) is a structured academic program designed to enhance the quality and breadth of learning by providing qualified graduate students with the option of integrating academic study with related, work-based learning.

Students enroll in alternating semesters of full-time study and full-time, paid employment. Program completion includes a minimum of twelve months of full-time work and fulfillment of additional program requirements including degree completion. Because the program meets the criteria established by the Accreditation Board for Engineering and Technology (ABET), engineering graduates may use the co-op work experience toward professional engineering license requirements.

#### Program Entry Requirements

- Full-time enrollment during the semester prior to first work term
- Completion of at least one semester at NCSU; NCSU transcript must show grades and admission to a degree program
- Minimum Grade Point Average (GPA) of 3.00 for graduate students
- Attendance at a Cooperative Education orientation meeting
- Additional requirements for international students on F1 or J1 visas

### Professional Development References

Professional Development Information	URL
CALS Career Services	<a href="http://www2.acs.ncsu.edu/grad/funding/fellows.htm">http://www2.acs.ncsu.edu/grad/funding/fellows.htm</a>
Careers in Science and Engineering: A Student Planning Guide to Grad School and Beyond.	<a href="http://bob.nap.edu/readingroom/books/careers/">http://bob.nap.edu/readingroom/books/careers/</a>
NCSU Co-Operative Education Program	<a href="http://www2.ncsu.edu/ncsu/co-op_ed/">http://www2.ncsu.edu/ncsu/co-op_ed/</a>
Science's Next Wave (Online career development	<a href="http://nextwave.sciencemag.org/">http://nextwave.sciencemag.org/</a>

<b>Professional Development Information</b>	<b>URL</b>
publication)	
Employment and Career Development	<a href="http://www.ncsu.edu/jobs/">http://www.ncsu.edu/jobs/</a>