

GRADUATE STUDENT ASSOCIATION

Constitution

Article I. Name

The name of this organization shall be the Graduate Student Association. It shall be hereinafter referred to as the GSA.

Article II. Membership

All graduate students of North Carolina State University shall be members of the GSA.

Article III. The GSA Council

Section 1 -- Definition

The GSA Council shall be the governing body of the GSA.

Section 2 -- Objectives

The objectives of this Council shall be: (1) To be the school council for the Graduate School as provided for in the Student Body Constitution; (2) To represent the graduate students of this university in any matter which may affect the welfare of the graduate students; (3) To disseminate information of interest or importance to the graduate students; (4) To provide a forum for discussion of problems and other matters of importance to the graduate students; and (5) To provide services to the graduate student body.

Section 3 -- Council Composition

A. The GSA Council shall be composed of: (1) Representatives and Alternates from each major; (2) Current Graduate School Senators of the Student Government; and (3) Officers of the GSA.

B. A chapter shall be an organization consisting of all the graduate students in one or more majors. A major is an area of study for which one may receive an advanced degree. This organization shall have a constitution which: (1) Includes the name(s) of the major(s) incorporated in the chapter; (2) Has been accepted by the GSA in accordance with Article V, Section 8, Paragraph C.

C. Each Representative and Alternate from a local chapter shall be elected in May of each year.

D. Each Representative, Alternate, and Office shall be a graduate student in good academic standing.

E. Each Representative and Alternate shall be a member of the chapter or major represented.

F. Each Representative and Alternate from a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator or their major stating that their selection was in accordance with that chapter's constitution.

G. Each Representative and Alternate from a major not represented by a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their major.

H. In addition, any graduate student enrolled in a major that is inter-departmental by nature may, at his or her own discretion, become a member of the chapter graduate student organization in the department (or major) of his or her major professor. Those qualified departments (or majors) that are participating members of an interdepartmental program are outlined by the Graduate School.

I. Each Representative or Alternate from a local chapter shall participate in one committee per year as well as attend seven out of eleven monthly council meetings to qualify for their chapter's annual rebate.

#### Section 4 -- Apportionment

Each chapter shall have one Representative and one Alternate for each major named in the chapter's constitution. In addition, a major not represented by a chapter shall have one Representative and one Alternate.

#### Section 5 -- Chapter Vacancies

Representatives and Alternates shall be chosen by each chapter annually as provided for by each chapter's constitution. At other times, vacancies shall be filled as follows:

A. If a Representative resigns or is removed from office and if there is an Alternate, the Alternate shall assume the office of the Representative;

B. If a Representative resigns or is removed from office and there is no Alternate, The chapter shall be responsible for filling the vacated position according to its constitution;

C. If an Alternate resigns or is removed from office, the chapter shall be responsible for filling the vacated position according to its constitution.

#### Article IV. Amendments

Amendments to this constitution shall be passed by a simple majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive regular meetings at which a quorum is present. Such amendments shall not take effect until they have been ratified as provided for in the Student Body Constitution.

#### Article V. By-Laws

##### Section 1 -- Election of Officers

A. The permanent offices shall be those of President, Vice-President, Secretary, Treasurer, Parliamentarian and President-Elect.

B. Regular elections shall be held in April of each year at a regular meeting. Such elections shall be announced by the presiding officer at the previous regular meeting.

C. Newly-elected officers shall assume office at the next meeting.

D. Temporary offices may be created for a specified term and to perform specified duties by a simple majority of votes present at the next regular meeting after the one at which the motion to form such an office is presented. The term specified for such temporary offices shall not extend past the next regular election.

E. Special elections shall be held whenever one of the permanent offices becomes vacant or whenever a temporary office is created. All vacancies shall be announced by the presiding officer at the first possible meeting. The elections shall be at the next regular meeting.

F. Nomination of candidates shall come from the floor.

G. Elections shall be by a simple majority of votes cast. If no person receives a majority vote, the two candidates receiving the most votes shall have an immediate runoff.

##### Section 2 -- Removal of Officers

A. An officer may resign by submitting a written notification to the Secretary at the regular meeting prior to the effective date of resignation.

B. An officer may be removed from office by a two-thirds majority of the votes present at the next regular meeting after the one at which the motion for removal is introduced.

### Section 3 -- Duties of the Officers

A. The President shall: (1) Call and preside over GSA Council meetings; (2) Appoint GSA committees and their chairpersons unless otherwise specified herein; (3) Call GSA elections whenever necessary; (4) Represent the GSA at University and Student Government functions; and (5) Perform those duties imposed on this office by the Student Body Constitution.

B. The Vice-President shall: (1) Preside over GSA Council meetings at the request of or in the absence of the President; (2) Act as proxy for the President at University or Student Government functions at the President's request; and (3) Serve as a member of every GSA standing committee.

C. The Secretary shall: (1) Record and maintain minutes of the GSA Council meetings and circulate copies of the minutes to the council members; (2) Maintain a roll of council members and call the roll whenever a roll call vote is taken; (3) Prepare and carry out GSA correspondence; and (4) Serve as chairperson of the Publicity Committee.

D. The Treasurer shall: (1) Keep the financial records of the GSA; (2) Prepare an annual budget proposal for submission and approval at a meeting of the GSA Council; and (3) Serve as chairperson of the Finance Committee.

E. The Parliamentarian shall: (1) Maintain parliamentary procedure at GSA Council meetings and have a copy of Robert's Rules of Order present at each meeting; (2) Contact each department chairperson at the beginning of every school year to request that Representatives and Alternates be elected or appointed to the GSA; and (3) Serve as chairperson of the Judicial-Legislative Committee.

F. The President-Elect shall: (1) Accompany the president to the administrative board of the graduate school meetings; (2) Assume the duties of GSA president the following year; and (3) Act as proxy for the president at university or student government functions at the President's request.

### Section 4 -- Quorum

A quorum shall consist of one-half of all the Representatives or Alternates showing active membership, and no vote may be taken unless a quorum is present. An active member is a Representative or an Alternate who has been present at either of the two previous GSA meetings. The Secretary shall take the roll at the beginning of each meeting, record the names of the Representatives or Alternates present, and announce whether or not a quorum is present.

## Section 5 -- Voting

Each Representative or Alternate shall have one vote. The presiding officer shall vote only to make or break a tie. Other officers shall vote only as a Representative or Alternate.

## Section 6 -- Meetings

Regular meetings shall be held at least once a month during the school year, except December. Meetings shall be open to all graduate students of North Carolina State University and to guests, but non-council members shall enter discussion only with the permission of the presiding officer. Procedure shall be in accordance with Robert's Rules of Order. The date of the next meeting shall be announced at each meeting.

## Section 7 -- Standing Committees

A. The standing committees shall be: (1) The Publicity Committee; (2) The Finance Committee; and (3) The Judicial-Legislative Committee.

B. The members of these committees shall be appointed by the President.

## Section 8 -- Duties of Standing Committees

A. The Publicity Committee shall have as its chairperson the Secretary of the GSA. This committee shall circulate information deemed pertinent to the greater body of graduate students at North Carolina State University.

B. The finance Committee shall have as its chairperson the Treasurer of the GSA. This committee shall assist the Treasurer in the formulation of the budget and in maintaining the financial accounts of the GSA.

### C. The Judicial-Legislative Committee

1. The Judicial-Legislative Committee shall have as its chairperson the Parliamentarian.

2. This committee shall enforce and review the constitution of the GSA and shall make recommendations to the GSA for improvements when necessary.

3. This committee shall review the constitutions of the local GSA chapters and shall verify compliance with the GSA constitution. The committee shall either accept the constitutions or make recommendations for their correction.

4. This committee shall determine that the local GSA chapter has fulfilled the following requirements to be legally recognized by the GSA:

a. Each local GSA chapter shall have a duly elected President and Treasurer, or their equivalent, who shall be responsible for maintaining the financial records of that organization;

b. Each local GSA chapter shall have a constitutional procedure for choosing Representatives and Alternates to the GSA Council;

c. The local GSA chapter shall have a written constitution accepted by the Judicial-Legislative Committee.

5. This committee shall accept or reject the credentials of the GSA Council Representatives and Alternates in accordance with Article III, Section 3, Paragraphs F and G.

#### Section 9 -- Ad Hoc Committees

Ad hoc committees shall be defined and approved by a simple majority of votes present. Committee members shall be appointed by the President. Ad hoc committees shall be disbanded by a simple majority of votes present.

#### Section 10 -- Local Chapter Constitutions

Local GSA chapter constitutions must be in agreement with GSA constitution and must be approved by the Judicial-Legislative Committee.

#### Section 11 -- Financial Allocations

All financial allocations must be approved by a simple majority of votes present.



# North Carolina State University

Graduate Student Association

*Dawn -*  
*JUL 09 1990*  
*file 65A*  
*Early*

Box 7111, 2121 D.H. Hill Library (East Wing)  
Raleigh, NC 27695-7111  
(919) 737-3303  
email: gsa@cehendrix.ncsu.edu

June 29, 1990

## MEMORANDUM

TO: University Administrators

FROM: Walter N. Perry *WNP*  
1989-90 GSA President

SUBJECT: New Officers of the GSA

As a very important individual in the university community, I am writing to inform you of the new officers of the Graduate Student Association for the 1990-91 academic year. I shall appreciate you updating your records to reflect the following changes:

President	Paul Jakus	Economics
Vice President	Mark Beaumont	Food Science
Treasurer	Pawan Maini	Civil Engineering
Secretary	Andy Butler	Food Science
Parliamentarian	Dawn Spadgenske	Textile Chemistry
Travel Fund Administrator	Kevin Roberson	Nutrition
Orientation Chair	Lance Miller	Physiology
Social Committee Chair	Imad Abed al Rahim	Civil Engineering
Publicity Committee Chair	Melissa Cox	Management

Representing the concerns of graduate students is the primary mission of the GSA, which is a political, academic, and social organization composed of elected representatives from 55 graduate departments. Please do not hesitate to contact our office at 2121 D.H. Hill Library, Box 7111, or by phone at 737-3303.

In conclusion, thank you for your continued support of graduate student activities at North Carolina State University.



North Carolina State University  
Division of Student Affairs

*circulate of file*  
DEC 19 1989

*Graduate  
Student  
Association*

Office of the Vice Chancellor  
Box 7301  
Raleigh, N. C. 27695-7301

December 12, 1989

1-9  
ER

MEMORANDUM

TO: Dean Debra W. Stewart  
Graduate School  
Box 7102  
N. C. State Campus

FROM: Thomas H. Stafford, Jr. *THS*  
Vice Chancellor for Student Affairs

RE: Graduate Student Fees

As you know, student leaders placed the issue of the Graduate School Fee on the November 29th Chancellor's Liaison Committee meeting agenda. After listening to the discussion during that meeting, I would like to offer the following:

According to the Student Government Constitution and many years of tradition, the Graduate Student Association is the School Council for graduate students and is the student organization to which the Graduate School fee should be allocated. The Graduate Student Association should determine how the Graduate School Fee is to be spent and how much should be allocated to departments or other graduate student associations. I think it would be a mistake to allocate specific proportions of the Graduate Student Fee to other graduate student organizations since this would establish a precedent for other graduate student organizations to make this same request.

The Graduate School should review expenditures and other functional procedures to insure compliance with guidelines and regulations for appropriate accounting and expenditures of state funds.

cc: Dr. Winstead  
Mr. Worsley  
Mr. Nixon  
Mr. Raiford  
Mr. Perry  
Dr. Hawkins  
✓ Ms. Reiman





Box 7102  
Raleigh, NC 27695-7102  
(919) 737-2871

*file*  
*Graduate Student Assoc. (GSA)*  
North Carolina State University

The Graduate School

JAN 11 1990

*JDS*  
cc: Dr. Winslad  
Mr. Worsley  
Mr. Nixon  
Mr. Raiford  
Mr. Perry  
Dr. Hawkin  
Ms. Reiman  
1/9/90

December 27, 1989

M E M O R A N D U M

TO: Dr. Thomas Stafford  
FROM: Debra W. Stewart, Dean *DWS*  
SUBJECT: Graduate Student Fees

Thanks for your suggestion on the Graduate Student School Fee issue. I have passed it on to Associate Dean Crawford to share with the committee considering this subject.

Best wishes for a good holiday.

DWS:pl

cc: Associate Dean Crawford



# North Carolina State University

Graduate Student Association

208j

held in liaison

copy to liaison

Hawkins

11-28-89

Box 7111, 2121 D.H. Hill Library (East Wing)  
Raleigh, NC 27695-7111  
(919) 737-3303  
email: gsa@ecehendrix.ncsu.edu

November 27, 1989

NOV 29 1989

Mr. George Worsley  
Vice Chancellor, Finance & Business  
Fin. & Bus., B Holliday, Box 7201

file: GSA  
Chancellor  
Liaison

Dear Mr. Worsley,

On August 31st, 1989 you had sent a memorandum to Dean Stewart in regards to the Graduate Student School fee. Since then, Dean Stewart appointed a committee to determine the process to distribute this fee. This committee is using your letter as a foundation to determine its charge.

The GSA council recognizes that this "memorandum" conflicts with the GSA constitution, the student body constitution, and past use of this fee. We would like you to clarify this memorandum at the Chancellor's Liaison meeting November 29th in regards to:

- 1) Does the Dean of the Colleges have the authority to determine allocation of the school fees?
- 2) Are the other school councils of the university governed by the same policy?

This issue will set precedence for years to come, and the GSA Council feels the issue of self-governance of the students is at threat. Enclosed are documents and research regarding to this subject. Please examine the document marked with the yellow marker, and the questions it points out. It would seem that the above mentioned committee would have examined these documents, however the committee has ignored this information, and assumes that your memo holds correct.

I am sorry I have sent this to you on a short notice, but I have recently just found out the shortcomings of the appointed committee, and this will be my last chancellor's meeting as GSA President.

Sincerely,

T.R. Weatherford  
GSA President

x 7452

cc: V.C. Stafford  
Dean Stewart  
Provost Winstead  
Chancellor Monteith  
Mr. Nixon

MINUTES OF THE MEETING OF THE  
ADMINISTRATIVE BOARD OF THE GRADUATE SCHOOL

September 7, 1989

*2/1/89*  
*Acculabo*

*Mr. Renna note p2*

PRESENT: R. D. Bereman, G. Bizios, E. M. Crawford, S. E. Elmaghaby,  
D. A. Emery, H. A. Exum, R. M. Fearn, S. P. Hersh, E. J. Kamprath,  
G. E. Mitchell, R. S. Sowell, D. W. Stewart, E. S. Vasu, A. M.  
Witherspoon, L. B. Sims (Research Administration), E. P. Stahel (Faculty  
Senate), T. Weatherford (GSA), N. Weed, Recorder

ABSENT: T. H. Glisson, R. G. Pearson, M. C. Roberts

GUESTS: H. J. Barnes (for M. C. Roberts), D. L. Holley (for R. G. Pearson),  
M. F. King, J. Ellington

1. The minutes of the **July 13, 1989** meeting were approved.

2. Announcements:

- . The Board welcomed and introduced themselves to new members attending for the first time.
- . Dean Stewart introduced Dr. Margaret King of the English Department, who is working in the Graduate School as an Administrative Intern for the 1989-90 academic year.
- . The Fall 1989 and Spring 1990 schedule of Board meetings was distributed. The schedule is attached to the minutes.
- . Annual meetings between the Graduate Deans and College/School Graduate Program Administrators have been scheduled throughout the fall semester.
- . The fall 1989 series of Graduate School Colloquia on Ethics and Graduate Education begins on September 20 at 3:30 p.m. in the Alumni Building Conference Room. Dr. Strachan Donnelley, Director of Education for the Hastings Center, will present a discussion titled "Ethical Issues in Animal Experimentation."

3. Role of the Graduate Administrative Board in the University

Dean Stewart presented a brief history of the Board and described its critical role as a policy making board and as advisory to the Graduate Dean.

4. Graduate Student Orientation

GSA President Todd Weatherford reported on the second annual Graduate Student Orientation held August 22. Approximately 400 new students participated. Dean Stewart thanked Associate Dean Emery and the Orientation Committee, chaired by Jay Ellington, for their fine work.

The GSA now has an office located in D. H. Hill Library, with telephone Ext. 3303. Someone will be in the office daily from 3:30-5:00 p.m. to answer that extension, or a message may be left on the recorder at other hours.



OCT 10 1989

208  
copy to staff  
10/6/89

# North Carolina State University

Vice Chancellor  
Office of Finance and Business

Box 7201  
Raleigh 27695-7201

file GSA

(Graduate  
Student  
Association)

10.12

October 3, 1989

## MEMORANDUM

TO: Dr. Thomas Stafford  
Vice Chancellor for Student Affairs

FROM: George Worsley  
Vice Chancellor for Finance and Business

SUBJECT: Graduate Student Fees

Your September 26, 1989, memorandum questioned the increase of the Graduate Student fee from \$10 to \$11 per year and the distribution of the proceeds from that fee and requested the transfer of the "additional" \$1.00 of that fee plus the \$2.00 "contingency" fee to the Student Health Service budget to help reduce the impact of the Board of Governors' refusal to approve the \$8.00 increase requested in the Student Health Service Fee.

The decision to increase the Graduate Student Fee was made on this campus in order to keep the total amount of student fees in whole dollars for billing purposes. Mr. Styons consulted with both Mr. Hawkins from your staff and the head of the Graduate Student Association prior to changing the fee and offered the option of either reducing the fee to \$4.00 or increasing it to \$6.00. The \$6.00 option was chosen and it is unfortunate the communication on this change did not get back to you.

There is no intent to be read into my August 31 memorandum regarding the distribution of the proceeds from this fee which must go to the Graduate Student Association. This would include the entire \$6.00 as it would be inappropriate to allocate a portion of these receipts to the Student Health Service unless the Graduate Student Association agrees to the allocation.

Finally, I agree to the allocation of the \$2.00 Contingency Fee receipts to the Student Health Service budget. The balance of the funding required for the 1989-90 budget will have to be transferred from the Student Health Service's fund balance which may compromise or delay your facilities planning efforts.

Please call if you have further questions.

cc: Steve Keto

2/18/89

Dr. St. Edward, Things are working  
out much better now, but thought  
you should have a copy of this  
Todd

OCT 10 1989

September 29, 1989

copy to Remin  
Hawkins

FYI

10/9/89

Dean Debra Stewart  
Graduate School  
100 Peele Hall, Box 7102

Dear Dean Stewart,

This memo is to confirm our understanding on what has been agreed upon in our meeting of 9/29/89 in your office regarding administration of school fees to the GSA budget.

The result of our meeting is that a committee will be formed to determine the process of how the GSA is to have its budget approved and monitored. This committee shall be composed 7 members, 3 of the GSA, Walt Perry, Holly Brown-Borg, and Paul Jakus, 2 members of the Graduate Administrative Board (appointed by Dean Stewart), 1 member of the Afro-American Graduate Student Society, and Associate Dean Emery (ex officio). This committee is to determine;

- 1) if an individual or committee should be responsible for approving the GSA budget,
- 2) the criteria on which this "approving individual/committee" shall base judgment on determining proper approval,
- 3) the procedures in which the graduate school is to monitor the collected school fees.

It was also understood that this committee should be unanimous in deciding these matters. We in the GSA agree that your initiative to form this "process determining committee" is a very fair and just part in your decision.

It was insisted that the GSA Treasurer follow the accounting guidelines drawn up by Ms. Pat Lineback of the Graduate School. The GSA does not agree completely with these guidelines, but in the interim (before the committee determines point #3) the GSA Treasurer will abide by Ms. Lineback's procedures (this does include having Ms. Lineback signing the PA's). We request that rules governing the GSA FAS account not be affected until the committee has ruled

To: Process Approval Committee for the GSA Budget

From: Todd Weatherford, GSA President

Subject: Information concerning graduate school fees

I have summarized information I have obtained in investigating this subject, and my interpretation of some of the questions which should be raised (and answered) in this committee. Those individuals who are outside this committee who recognize errors in this text, please contact the committee to be sure they are properly informed to make a wise decision.

The charge of this committee from the understanding of the Graduate Student Association is to determine;

- 1) if an individual or committee should be approving the GSA budget,
- 2) the criteria on which this "individual/committee" shall judge approval of the GSA Budget,
- 3) the procedures in which the graduate school is to monitor the collected school fees.

The following questions may be asked in discussion of this committee.

- 1) Is the GSA the school council for the students of the graduate school?
- 2) What has been the past history of this school fee?
- 3) What was the purpose(s) for increasing the graduate school fee?
- 4) What is the Graduate Dean's responsibility in reference to these school fees?
- 5) How are budgets of the other school councils in the university administered?
- 6) What are the rules and regulations defining the GSA accounts?

I have included what information I have on each issue and what I understand about these issues and who may assist the committee further. I have also included a list of documents and memos at the end of the text for reference.

- 1) Is the GSA the school council for the students of the graduate school?

This may be a moot point to some, however this question has surfaced in previous discussions regarding this fee. The GSA being the school council is an important basis in respect to many of the following questions. The GSA constitution[1] states this distinctly, and conforms to the Student Body Constitution[2]. The GSA constitution has been in existence since 1978, and has been unchanged on this point. The finance office of the university has recognized the GSA since 1974 by supplying school fees to an account solely controlled by the GSA[3].

Another issue with this point may be, Is the GSA properly conformed to be the school council to the graduate school? The only definition describing school councils I am aware of is the Student Body Constitution. The GSA constitution does conform to this definition. However I am not aware of any other document defining the school council. If the GSA does not conform as a school council then the bylaws should be corrected to remedy the situation. I would assume Dr. Stafford would be most knowledgeable person to answer these questions.

2) What has been the past history of this school fee?

Before 1974, the GSA received moneys from Cost of Education Funds provided from the Graduate School(The records in the GSA office only show these CoEF back to 1967[4]). A budget was submitted to the Graduate School and approved and a trustee named. The budgets were on the order of \$1000 to \$2200. The GSA also approached Student Government for funds usually less than \$100 a year. The GSA had asked faculty to serve as a trustee for these funds.

August 1st, 1974 Mr. Worsley sent a memorandum establishing a trust fund account for the GSA[5]. This was probably initiated from a letter by Graduate Dean Peterson to Student Affairs. In searching through GSA budgets since 1974, no advisors or trustees were recognized in regards to the trust fund. The Accounting Department records shows only names of the GSA Treasurer on forms from 1974, and 1984. However the graduate school has received information on this trust fund as least in recent years. Dr. Emery and Mr. Worsley would be much more knowledgeable than myself on these matters.

3) What was the purpose(s) for increasing the graduate school fee?

The purpose for increasing the school fee is described in the original proposal[6]. The initial mentioning to increase fees was in a letter by Wes Sing, GSA President in June of 1987[7]. The purpose of this letter was to point out that the GSA as a school council could not rely on stable funding from the Student Government budget. Other school councils did not receive funds from student government as a line item, and student senators did not feel this was fair to the other councils. However graduate students did not feel they were well represented in student government.

The issue of increasing the fees to promote an orientation program was not a primary reason for this increase. The estimated budget in the original proposal had less than 2% of the fees directed towards an orientation. Whereas the GSA was expecting a 300% increase in school fees(\$5-\$10 fee disregarding FTE). Eventhough the administration of the graduate school assisted the GSA to obtain an increase by mentioning support for an orientation, it was not the primary reason for the fee increase proposal.

The GSA submitted the proposal to the Graduate Administrative Board and it was approved January 26, 1989[8]. The proposal was next submitted to the School Fee Committee [9]. The fee was recommended for an increase by the School Fee Committee(Dr. Hawkins was the chair of this committee), which stated that FTE still be used to determine the fee, and that the GSA have total control over the funds generated by this increase[10]. This recommendation was submitted to Mr. Worsley. What followed was a letter to Dean Stewart stating the fee increase was approved[11].

4) What is the Graduate Dean's responsibility in reference to these school fees?

This question is one I have trouble with. My understanding(which is most likely limited) is that school fees collected by the university cashier are distributed to the Vice Chancellor of Finance and Business, appropriated to the Deans of the Schools, and then the Deans appropriate the funds to the student councils. These are funds from the students, collected by the administration and distributed to the student councils of each respective college or school. But who is legally responsible for audits?

However I am not clear on who is accountable for these "state" funds? I assume it is University Accounting, who examines expenditures to state purchasing guidelines. But are the

Deans also accountable to state audits and for internal university audits? These are questions I would like to see answered. It would also be interesting to see the past history of audits on the GSA and other councils.

Responsibility for these funds in the eyes of the state and university is one thing, but how these funds are appropriated are another. There are conflicts between various sources on who can allocate these school fees. In Mr. Worsley's letter[9] of 8/31/89, it was stated "The responsibility for determining the activities to be supported and the student group or groups that have expenditure authority rests with the Dean of the Graduate School". The GSA constitution and the Student Body Constitution state the student council should "determine and approve an annual budget". The GSA being the council of the graduate school should be the sole group to receive the school fees of the graduate students. I see that this instance could cause conflict between the Graduate Dean and the GSA in the future if the Dean exercised that "responsibility". Dr. Stafford also had concerns about this same letter in a 9/26 memo to Mr. Worsley[12]. It would be helpful if someone can clear up this conflict.

5) How are budgets of the other school councils in the university administered?

The committee should examine how the other councils are monitored. The GSA should be given at least the same responsibility as the other councils since it should be expected that graduate students would show a higher level of responsibility than undergraduates.

6) What are the rules and regulations defining the GSA accounts?

Examining accounting records the GSA FAS account is an exempt trust fund. Meaning exempt of state purchasing and travel guidelines[13]. The restrictions that I am aware of are;

- 1) Funds are not allowed to be deposited into interest bearing accounts outside the university. This is a state restriction.
- 2) Student Fees cannot be used to purchase alcohol beverages. This is recent NCSU policy (approximately 1986 or 1987).
- 3) The GSA must have the authorized checks deposited into an university approved impress checking account.

Other than these restrictions mentioned the students are free to purchase or fund what they seem fit according to the approved budget. The GSA Treasurer's signature is the only required signature needed to submit the PA's to accounting. Accounting examines the PA to the guidelines of this account and if the proper receipts are included. Then accounting authorizes a check to the GSA. The time from once the GSA Treasurer submits the PA to accounting til a check is authorized can range from 5 working days to 2 weeks. Brenda Jordan in Accounting is the accountant who oversees the GSA accounts. The GSA deposits the check into an impress account with Wachovia bank. This checking account is required to be balanced to \$1000 each month. The gooseneck in the system is the waiting for PA's to clear accounting, so check writing must be held up until the funds clear.

Summary



Now having stated what I understand of this issue, I would like to sum up my thoughts. The bottom line on one side is the students would like to have as much freedom as possible, and the GSA has been satisfied on how this account has been handled in the last 15 years. However the graduate school does not want to be endangered by any audits.

Last year the GSA was required by accounting to start using funds into an impress account. This change in procedure was not properly understood between the previous GSA Treasurer and Accounting and at the end of the 1988-89 fiscal year, Pat Lineback of the graduate school and the new GSA Treasurer Holly Brown-Borg had to reorganize the accounting records. From this episode the graduate school would like to incorporate certain procedures that the GSA Treasurer is to follow. The GSA's understanding is that this committee will examine these procedures. I would hope that the procedures agreed upon by the committee do not burden future GSA Treasurers, increase the PA authorization waiting period or restrict the GSA in expending funds after a final budget is approved by the appropriate party.

Basically I would think these funds are students funds which the students should determine how they are to be allocated, and if monitoring is required an efficient method be proposed if the previous monitoring by Accounting was not sufficient. I hope this committee will provide a solution in which all parties can be satisfied. Thank you and good luck.

#### References

- [1] GSA Constitution
- [2] Student Body Constitution
- [3] Institutional Trust Fund Subsidiary Account Authority Form, NCSU Accounting Department.
- [4] GSA Budget request to Graduate Dean Walter Peterson, 10/12/1967
- [5] Memo from Mr. Worsley to Leo Buckmaster, 8/1/74
- [6] GSA Proposal to the Graduate Administrative Board 6/16/88
- [7] Letter to Chancellor Poulton 7/20/87
- [8] Graduate Administrative Board minutes 1/26/89
- [9] Letter to Associate Vice Chancellor Hawkins 1/13/89
- [10] School Fee Committee Recommendations to Dr. Stafford 2/14/89
- [11] Letter to Dean Stewart 8/31/89
- [12] Memo to Mr. Worsley from Dr. Stafford 9/26/89
- [13] NCSU Trust Funds - Rules and Regulations

on this matter. The present accounting procedures have been in place for 15 years on this account and we are worried if procedures are temporarily changed they may not be easily returned if the committee decides such).

There were some logistics which were not specifically confirmed in the 9/28 meeting. One, being a completion date for this committee's decision(however it was assumed it would not be relatively long), and two, What should be done if the committee can not produce an unanimous decision on these matters?

The GSA would like to see the committee complete its charge by November 15th, 1989. If the committee reaches a unanimous decision on these matters we would like the Graduate Administrative Board to be informed on the committee's decision(We would expect the committee's decision to differ from the GAB's approved motion in the 1/26/89 minutes). If the committee has not obtained an unanimous decision by November 15th, the GSA would like to discuss the committee's impasse at the scheduled November 16th Graduate Administrative Board's meeting.

Attached is a short history and points I would like this committee to be aware of. Since I will be pre-occupied with my academic responsibilities until the beginning of November, I thought such a document would be helpful to all involved.

If there are misunderstandings in the above letter, please notify myself or Walt Perry on what they are, so we may come to an understanding. Again I appreciate your concerns and sincerity in this matter.

Sincerely,

---

Todd Weatherford  
GSA President

cc: Dr. D. Emery

~~Dr. Stafford~~

~~Mr. Worsley~~

~~Dr. Hawkins~~

Dr. Crawford

CC: SD # Staff Circulation  
GSA agr. file

file original Tuition + Fees.

SEP 29 1989



# North Carolina State University

Division of Student Affairs  
Office of the Vice Chancellor

Box 7301  
Raleigh, NC 27695-7301

September 26, 1989

## MEMORANDUM

TO: Vice Chancellor Worsley

FROM: Thomas H. Stafford, Jr. *THS*

RE: Graduate Student School Fee

Your memo of August 31st to Dean Stewart concerning the Graduate Student School Fee was a great shock to me, and I would like to express my concerns. As you know, the Graduate Student Association proposed last year an increase in the Graduate School Fee from \$5 to \$10 per year. This increase was proposed and justified on the basis of projected costs for the Graduate Student Association to provide an orientation program for graduate students. The Graduate Student Association followed all procedures established for the review and approval of an increase in a student fee. The final review and recommendation came from the Student Fee Review Committee (a copy is attached). This fee has been collected for use by the Graduate Student Association, and I believe the fund should continue to be handled this way with appropriate audits by the University.

There was never a proposal to increase the fee to \$11 per year, and I would like to know how this amount was determined and approved. This increase beyond the amount requested is of special concern to me since the General Administration arbitrarily eliminated the entire fee increase for the Student Health Service thereby eliminating approximately \$158,000 of needed revenue for this important service to our students. To help with the problem this presents for the Student Health Service, I would like to request an allocation to the Student Health Service of the funds generated from the \$2.00 contingency fee as well as the \$1.00 Graduate School Fee approved beyond the amount requested.

enclosure

cc: Dr. Winstead  
Mr. Keto  
Ms. Baffi  
Dr. Stewart  
Mr. Nixon  
Mr. Raiford  
Mr. Weatherford  
Student Affairs Staff

**NORTH CAROLINA STATE UNIVERSITY  
AT RALEIGH**



**1989  
GRADUATE STUDENT  
ORIENTATION PROGRAM**

**August 22, 1989  
Stewart Theatre**

This pamphlet was developed by the Graduate Student Orientation Committee and sponsored by the Graduate Student Association and the Graduate School.

Welcome to North Carolina State University at Raleigh. The Graduate Student Association (GSA), through its Graduate Student Orientation Committee (GSOC), has created this orientation program in order to acquaint new graduate students with the campus of North Carolina State University. We hope you will find the program to be of benefit and one which will make your transition into graduate school and NCSU as smooth as possible.

Time constraints do not allow us to present all the speakers from the NCSU community you need to hear. However, we have endeavored to provide you with as many brochures, catalogues, and pamphlets as possible which should answer many of your questions.

\*\*\*\*\*

### **Graduate Student Association**

The Graduate Student Association (GSA) is an academic, political, and social organization composed of all graduate students. It is governed by duly elected officials and representatives from each department on campus. The GSA is officially recognized by the university as the voice of the graduate students. The GSA President has full voting membership on the Graduate School Administrative Board and has the ability to broach responsible grievances to the administration on behalf of any graduate student. The GSA is always looking for graduate students to help out in many of its programs. Get in touch with your department representative or any GSA officer if you are interested.

## Orientation Program Schedule

1:00 - 2:30

### Introduction

Jay Ellington

Chairperson, Graduate Student Orientation Committee

### Graduate School and University Welcome

Dr. Debra Stewart

Dean, NCSU Graduate School

### NCSU Student Government

Brian Nixon

Student Body President

### Graduate Student Association

Todd Weatherford

President, Graduate Student Association

### Policies and Procedures of the Graduate School

Mrs. Nola Weed

Graduate Student Services

### Philosophy and Ethics of Graduate Education

Dr. Clement L. Markert

Distinguished University Research Professor

Department of Animal Science

2:30 - 3:00

### BREAK

3:00 - 4:30

### Health Services

Dr. Jerry Barker

Director, Student Health Services

### Campus Involvement

Mrs. Evelyn Reimann

Director, Student Development

### Tuition Remission

Ms. Lisa Price

Graduate School

### Intramurals-Recreational Sports

Mr. Sam Halstead

Director, Intramural-Recreational Sports

### Parking and Transportation

Mrs. Sarah Smith

Manager, Parking Services

5:30 - 9:00

### Summer Happy Hour

University Student Center, North Plaza

All graduate students invited (New and Old)

**Graduate Student Association**

2121 D.H. Hill

737-3303

**President**

Todd Weatherford  
Electrical Engineering

**President-Elect**

Walt Perry  
Occupational Education

**Vice-President**

Mark Beaumont  
Food Science

**Secretary**

Debbie Daum  
Food Science

**Treasurer**

Holly Brown-Borg  
Physiology

**Parliamentarian**

Perry Luisi  
Textiles

**Travel Fund**

Paul Jakus  
Economics

**Graduate Student Orientation Committee**

(1988/89)

**Chairperson**

Jay Ellington  
Recreation Resources

Carol Bronsdon.....Wood and Paper Science  
Leslie Bjelk.....Horticultural Science  
Sherry Crose.....Recreation Resources  
Debbie Daum.....Food Science  
Kelli Ferris.....Animal Science  
Audrey Goodell.....Biochemistry  
Wesley Sing.....Food Science  
Krishnan Srinivasan..Industrial Engineering  
Todd Weatherford.....Electrical Engineering  
Carl Wilson.....Industrial Engineering

**Graduate Advisor**

Dr. Donald Emery  
Associate Dean, Graduate School

**NORTH CAROLINA  
STATE UNIVERSITY  
AT RALEIGH**



**GRADUATE STUDENT  
LOCAL AREA INFORMATION  
GUIDE**

**1989**

This pamphlet was developed by the Graduate Student Orientation Committee and sponsored by the Graduate Student Association and the Graduate School.



Welcome to North Carolina State University at Raleigh. The Graduate Student Association, through its Graduate Student Orientation Committee, has composed this pamphlet in order to acquaint students with their new setting. We have endeavored to be as accurate and inclusive as possible to the point where a student can knowledgeably seek out more detailed information for her or himself. We hope you will find this to be a valuable resource and one which will make your transition to the Raleigh area as smooth as possible.

Space restrictions do not allow an exhaustive listing or explanation of the issues. If mistakes or omissions have occurred, we do apologize. The mention of specific enterprises **does not imply** endorsement by the Graduate Student Orientation Committee, Graduate Student Association, or the Graduate School. As always, prices and monetary amounts are subject to change without notice.

An orientation program has been scheduled for new graduate students on **August 22, 1989** in Stewart Theatre. Stewart Theatre is located in the University Student Center. Representatives throughout the NCSU community will be delivering informational talks about graduate requirements, graduate student issues, campus parking, etc. Snacks and drinks will be provided. We strongly recommend that you attend the Graduate Student Orientation Program.

## EMERGENCY PHONES

City of Raleigh	
(Police, Fire, Ambulance)	911
NCSU Security	737-3333

## CONTENTS

- I. Housing
- II. Utilities
- III. Transportation
- IV. Banking
- V. Communication
- VI. Religious Activities
- VII. Child Care
- VIII. Important Dates
- IX. Checklist
- X. Estimated Financial Need
- XI. Important Phone Numbers

\*\*\*\*\*

### HANDICAP STUDENT SERVICES

If you require additional assistance in getting around campus or information on services in the Raleigh area, contact Pat Davis Smith at Handicapped Student Services

200 Harris Hall.....737-7653

\*\*\*\*\*



Raleigh is the capital of the State of North Carolina. A city rich in tradition, culture, and educational excellence, Raleigh is an ideal city with a focus on success. It is our hope that you will experience Raleigh by seeking out some of the annual events, fine arts, historical spots, and museums available to the public.

## I. HOUSING

There is an adequate and considerable amount of housing available in the Raleigh area. Therefore, it is important but not crucial that you have housing prior to your arrival.

### TEMPORARY

The following list consists of hotels/motels located near the NCSU campus:

#### YMCA

1601 Hillsborough Street  
(men only).....821-6601

#### YWCA

1012 Oberlin Road,  
(women only).....828-3205

#### ECONOLODGE

309 Hillsborough Street..... 833-5771

#### MISSION VALLEY LODGE

2110Avent Ferry Road.....828-0811

#### HOLIDAY INN

320 Hillsborough Street.....832-0501

#### BROWNESTONE HOTEL

1707 Hillsborough Street.....828-0811

#### VELVET CLOAK INN

1505 Hillsborough Street.....828-0333

### PERMANENT

#### Off-Campus

Information about off-campus housing can be obtained from the Housing Office, 1100 Harris Hall, Monday through Friday, between 8 a.m and 5 p.m. Information is available for the following categories:

1. Room for rent
2. Roommate information
3. Housing or Mobile home availability
4. Apartment for rent

In addition, the following sources of housing information are available through:

1. The Apartment Finder
2. Living Off Campus
3. Classified ads:
  - Raleigh News and Observer
  - Raleigh Times
  - Ad Pak
4. Bulletin boards around campus (especially at the Student Center).

### Apartments

Rule of Thumb: If you are looking for decent, no frills apartments, within 2 miles of NCSU and accessible to public transportation, you should be able to rent a 1-bedroom/1 bath for under \$300 and a 2 bedroom/1 bath for around \$ 350.

A few popular areas where graduate students rent apartments are:

1. Avent Ferry Road (South of campus, served by Wolfline and CAT routes )

#### **Avery Close**

2508 Avent Ferry Road.....832-8506

#### **Kensington Park Apts**

2716 Brigadoon Dr.....851-7831

#### **Colonial Arms**

1629 Crest Road.....832-9280

#### **Parkwood Village**

Conifer Drive.....832-7611

#### **Western Manor Apartments**

2300 Avent Ferry Rd.....834-5911

#### **Driftwood Manor**

1126 Schaub Drive.....851-5123

#### **University Apartments**

3700 Western.....833-5588

#### **Lake Johnson Mews**

4233 Avent Ferry Road.....851-3200

2. Cameron Village (North of campus)

**Eleven Hundred Park Ridge Lane**

1100 Park Ridge Ln.....828-7800

**Canterbury Park**

1081 Wirewood Drive.....834-4404

**Cameron Village Apartments**

1900 Cameron St.....821-1350

3. Others

**Westgrove Tower Apartments**

4700 Westgrove Street.....859-210

**Wakefield Apartments**

3105 Holston.....832-3929

On-Campus:

**Watauga Graduate Residence Hall**

.....(919) 737-3821

**The Alexander International Program**

Room 105, Alexander Hall (Graduate  
International Students).....(919) 737-2925

**E. S. King Village**

Box 7315, Student Family Housing  
.....(919) 737-2430

\*\*\*\*\*

## II. UTILITIES

### ELECTRICAL

Carolina Power and Light Company ( CP&L)  
205 W. Cabarrus, Raleigh. No deposit  
required , unless 2 bills are paid late within  
the first 12 months.....834-3631

### GAS

Public Service Company of North Carolina,  
1720 Hillsborough St., Raleigh. No deposit  
required if you have three letters of credit or  
if a person who has an account with them  
signs for you.....833-3355

## WATER

City of Raleigh, Water Billing  
222 West Hargett St.....890-3245.

## TELEPHONE

Southern Bell Telephone  
In some cases students need not pay any  
deposit  
5715 Glenwood Ave.....832-1511

## TRASH

City of Raleigh provides trash collection.

\*\*\*\*\*

### III. TRANSPORTATION

#### PUBLIC

##### Air

Raleigh-Durham International

American.....	(800) 433-7300
Delta.....	(800) 221-1200
Eastern.....	(800) 327-8376
Pan Am.....	(800) 221-1111
Piedmont.....	(800) 251-5720
TWA.....	(800) 221-2000
United.....	(800) 241-6522
US Air.....	(800) 428-4322

Note: Limousine service is available between  
the airport and Raleigh.

##### Rail

Amtrack

Nationwide.....	(800) 874-2800
Local.....	(800) 833-7594

##### Bus

Greyhound/Trailways Bus Lines

314 W. Jones Street.....(919) 828-2567

## Local Transportation

### Capital Area Transit (CAT):

.....(919) 833-5701

Information is available at the Information desk on second floor of Student Center.

Fares range from 60 to 75 cents, passes available.

### Wolfline (NCSU Transit): Division of

Transportation.....(919) 737-3424

The service is fast, cheap, convenient and dependable. Fare is 30 cents or 25 cents if prepaid. Three routes serve the campus.

## Taxi

American Cab.....878-6599

Rainbow Cab .....832-5722

Safety Taxi .....832-8800

Yellow Cab.....832-5811

## PRIVATE

### Automobiles, Motorcycles & Mopeds

To operate a vehicle on North Carolina roads, the following items are required, unless otherwise noted:

#### Driver's License:

To obtain a NC driver's license, a written, sign, and road test, in addition to liability insurance, are required. Contact the the NC Division of Motor Vehicles

1831 Blue Ridge Road.....(919)733-4241

#### Liability Insurance:

Liability insurance is required in NC.

#### License Plates:

Plates may be obtained from the Division of Motor Vehicles

1100 New Bern Avenue.....(919)733-3025

**City Tax:**

Raleigh residents pay an annual tax of \$10 and display a Raleigh City decal. For purchase contact: Collector of Revenue

110 S. McDowell Street.....(919)755-6410

**Personal Property Tax:**

Raleigh residents must list their vehicle(s) by January 1 of each year. For information contact: Wake County Court house, Room 1100

Fayetteville Street Mall.....(919)755-6550

**Bicycles**

A bicycle decal is required on each bicycle parked on campus. For information contact the NCSU Public Safety Office.

.....(919)737 -2156

**Campus Parking**

**AVAILABILITY OF PARKING SPACES IS EXTREMELY LIMITED.** Consider parking in the FRINGE area (less cost/year). In addition, parking is available at several locations for use with Wolfline. Contact Division of Transportation....(919) 737-3234

Note: A number of parking spaces have been allocated to new incoming students. Contact your graduate administrator.

\*\*\*\*\*

**IV. BANKING**

The following is a list of banks closest to campus (other branch locations are available throughout the Raleigh community):

**Branch Banking & Trust**

State University Office

1860 Hillsborough St.....828-0551

**First Federal**

Cameron Village Office

2125 Cameron St.....929-8684



## **First Union National Bank**

Cameron Village Office

601 Oberlin Road.....829-6324

Western Blvd. Office

3928 Western Blvd.....829-6263

## **NCNB**

Cameron Village Office

321 Oberlin Road.....829-6651

## **State Employees Credit Union**

State Campus Branch.....833-2831

## **Wachovia Bank & Trust**

2600 Hillsborough.....755-7710

\*\*\*\*\*

## **V. COMMUNICATIONS**

### **NEWSPAPERS**

Raleigh News and Observer (daily)

Raleigh Times (evening)

Home Delivery/Subscribe.....829-4700

Independent (Free)

Spectator (Free)

Technician (NCSU tri-weekly paper)

### **RADIO**

WAUG 750 AM, WETC 540 AM

WKIX 850 AM, WQOK 97.5 FM

WNCT 108 FM, WRAL 101 FM

WRDU 106.1 FM, WTRG 100.7 FM

WQDR 94.7 FM, WZZU 94Z FM.

### **TELEVISION**

WUNC . (PBS)... Channel 4 ....Chapel Hill

WRAL ..(CBS)... Channel 5 ..... Raleigh

WTVD . (ABC)..Channel 11 .....Durham

WPTF.. (NBC)..Channel 28 ..... Raleigh

WLFL.. (FOX)..Channel 22 ..... Raleigh

WKFT .. (IND)..Channel 40 ....Fayetteville

\*\*\*\*\*

## VI. RELIGIOUS ACTIVITIES

For information on campus religious activities, contact the Cooperative Campus Ministry, Student Activities Center.

.....737-2414

\*\*\*\*\*

## VII. CHILD CARE

Facilities are not available on campus. There is a shortage of day care facilities in this area, so you will want to make arrangements as far in advance as possible. For a modest fee (\$5.00), Child Care Resource and Referral of Wake County will provide a list of licensed and registered day care centers and private individuals with openings available. You can contact them at (919) 821-0482 or 821-7490.

\*\*\*\*\*

## VIII. IMPORTANT DATES

JULY 14

TRACS registration period #1 for fall ends

AUGUST 8

TRACS registration period #2 for fall ends

AUGUST 17

Fall 1989 late registration begins

AUGUST 16 & 17

International student orientation program

AUGUST 22

Graduate student orientation program

AUGUST 23

First day of classes

AUGUST 29

Last day to add a course without the permission of the instructors

SEPTEMBER 6

Last day to add or drop a course without a refund

OCTOBER 24

Last day to drop a course at the 500 or 600 level without a grade

\*\*\*\*\*

## IX. CHECKLIST

The following checklist has been drawn up to attempt to summarize the actions you will need to take in order to get off to a good start at NCSU. If there is some point you do not fully understand, simply ask questions. (International Students check with International Student Office)

### IN-STATE/OUT-OF-STATE STUDENTS

1. Arrange for temporary housing (if needed)
2. Arrange for permanent housing
3. Plan transportation between school and living place
4. Arrange meeting with graduate departmental administrator and with advisor to decide the graduate program and to register for classes.
5. Get permit to register (from Graduate School )
6. Open a bank account
7. Ensure you have between \$2000 - \$4500 with you for initial expenditures
8. Recommend obtaining health insurance, if necessary (Check with Health Services).
9. Attend graduate orientation program on August 22.
11. North Carolina state residency (out-of-state students):\*

To be eligible for in-state tuition, incoming graduate students who are not residents of NC must establish legal residence. To start the process, it is important to change all of the following as soon as possible:

- a. NC driver's license
- b. NC motor vehicle registration
- c. NC Voter registration (1930 Clark Avenue, Cameron Village library, 755-6098 )
- d. NC bank account

e. File for NC personal property tax  
and NC state income tax

\*\*\*\*\*

## X. ESTIMATED FINANCIAL NEEDS UPON ARRIVAL

The following table can be used to estimate your financial needs prior to arrival at NCSU. The table basically serves as a checklist to plan for all the expenses you could incur. This does not necessarily mean you will incur all of them. It is better to over estimate initial costs than under estimate them. Some of the items listed below may not apply to you.

<u>Item</u>	<u>(\$)</u> Amount
Tuition	
In-State (full-time)	461
Out-of-State (full-time)	1977
Books and Supplies	100 - 300
Housing	
Temporary	50 - 100
Deposit	100 - 200
Rent First Month	300 - 400
Telephone	
Deposit	0 - 150
Connection	35
Gas	
Deposit	35 - 100
Living Expense	
First month	400 - 600
Medical Insurance	
University Plan	354

\*\*\*\*\*

## XI. IMPORTANT PHONE #

Graduate Admissions	
103 Peele Hall .....	737-2871
Campus Security.....	737-3206
Counseling Center	
200 Harris Hall .....	737-2423
Health Services	
Clark Infirmary .....	737-2564
Housing and Residence Life	
206 Harris Hall .....	737-2410
International Students Office	
1201 University Student Center ...	737-2961
Legal Adviser	
4130 University Student.....	737-2797
Registration and Records	
100 Harris Hall .....	737-2572
Box Office (Athletic events)	
103 Reynolds Coliseum.....	737-2106
Cooperative Campus Ministry	
Lower Level, Leazar Hall .....	737-2153
Information Visitor Parking	
Information Center .....	737-3205
Student Addresses	
Information Center .....	737-3205

\*\*\*\*\*

### Notes:

GRADUATE STUDENTS (including VETERINARY MEDICAL SCHOOL STUDENTS) CAN TAKE COURSES AT DUKE and UNC-CHAPEL HILL. Contact registration and records (interinstitutional registration). The cost will be the same as if you were taking a course at NCSU and you can register through NCSU.

\*\*\*\*\*

REMEMBER, the graduate administrator is the contact person for most questions pertaining to academic programs and financial support. Please keep in touch with her or him.

\*\*\*\*\*

**GOOD**

**LUCK**

**at**

**NORTH CAROLINA**

**STATE**

**UNIVERSITY**

**RALEIGH**

**Pamphlet design and content:**

**Krishnan Srinivasan**

**Jay Ellington**

**Graduate Student Orientation Committee (1988/89):**

**Carol Bronsdon..... Wood and Paper Science**

**Ann Coughlin ..... Recreation Resources**

**Sherry Crose ..... Recreation Resources**

**Debbie Daum ..... Food Science**

**Jay Ellington..... Recreation Resources**

**Kelli Ferris ..... Animal Science**

**Audrey Goodell..... Biochemistry**

**Jim Rideout ..... Soil Science**

**Wesley Sing..... Food Science**

**Krishnan Srinivasan..... Industrial Engineering**

**Todd Weatherford..... Electrical Engineering**

**Graduate School Advisor:**

**Dr. Don Emery**

## NCSU GRADUATE STUDENT ASSOCIATION

The Graduate Student Association(GSA) is a political, academic,and social organization composed of duly elected officers and representatives. Approximately 4000 graduate students are represented by 55 GSA department representatives. The GSA President has a full voting position on the Graduate Administrative Board, and is a member of the Chancellor's Liaison Committee. The NCSU GSA is also a member of the National Association of Graduate & Professional Students.

The GSA meets the last Monday of each month at 7PM in the Faculty Senate Chambers of D.H. Hill Library. All students are welcome to attend and discuss any graduate student issues. GSA's activities are announced via its newsletter, department postings, or the Technician. Several times a year campus-wide socials allow students of various disciplines to intermingle.

The GSA can assist in issues such as: income taxes\*, health insurance\*, research travel funds, student orientation, assistantship questions, or other graduate student concerns(\* - seminars are sponsored). Information can be obtained by contacting the GSA office, or by visiting your department's representative.

Due to graduate students' busy schedules, and the independent nature of their work, proper representation of graduate student concerns can be hindered by poor participation. Therefore we urge students to support and participate in the GSA to provide the best representation of the Graduate Student Body. We hope to represent you and the university well within the next year.

address: NCSU Graduate Student Association      GSA office: 2121 D.H. Hill(East Wing)  
NCSU Libraries      telephone: 737-3303  
Box 7111      INTERNET: gsa@ecehendrix.ncsu.edu  
Raleigh, NC 27695-7111      DECNET: ECEHEN::GSA

### 1989-1990 GSA officers

President	Todd Weatherford	ECE
President-Elect	Walt Perry	OED/PA
Treasurer	Holly Brown-Borg	PHY
Secretary	Debbie Daum	FS
Vice-President	Mark Beaumont	FS
Parliamentarian	Perry Luisi	TXM
Travel Fund Chair	Paul Jakus	ECA
Fund Raising Chair	Victor Duvanenko	ECE
Newsletter Editor	Ed Harcourt	CPE
Orientation	Jay Ellington	RRA
Teaching Effectiveness	Marc Buchanan	SSC
NAGPS Liaison	Barry Jacobson	BAE
Health Insurance	Ed Wolfrum	CHE



AUG 06 1989

MEMORANDUM

DATE: August 7, 1989

To: Mrs. Evelyn Reimann  
From: Jay Ellington, Chairperson, GSOC  
Re: Graduate Student Orientation Program

Enclosed is the program schedule for the Graduate Student Orientation Program on August 22. The speakers are listed in the order in which they will speak. If you need any peripheral equipment during your talk (i.e. overhead projector, movie screen, etc), please let me know as soon as possible so that I may make arrangements with Stewart Theatre.

Carol Bronsdon, GSOC member, has contacted Mike Borden concerning the NCSU Handbooks. We are presently trying to make arrangements to pick them up as soon as possible.

Thank you very much.

*Jay*  
Jay Ellington

*SIC Booklets are available - they will get to Stewart Theatre  
Info sheet at Info. ~~Stack~~ Desk  
#5ea*

JUL 11 1989

# NORTH CAROLINA STATE UNIVERSITY

## GRADUATE STUDENT ASSOCIATION

July 7, 1989

Mrs. Evelyn Reimann  
Director, Student Development  
Box 7314, 2007 Harris  
North Carolina State University

Dear Mrs. Reimann;

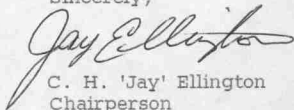
The Graduate Student Association (GSA) in conjunction with the Graduate School at North Carolina State University is sponsoring a Graduate Student Orientation Program for new graduate students entering NCSU this fall. The program is scheduled to be held from 1:00 - 4:30pm, August 22, 1989, at Stewart Theatre.

You have graciously accepted our invitation to spend a few minutes speaking on campus involvement through clubs, organizations, and programs at NCSU. Therefore, we have scheduled you to speak from 3:15 - 3:30pm, about 15 minutes. We recognize this is a very short period for you to overview a comprehensive program and do wish we could grant you more.

As a part of one of our overall objectives, we would like to pass on to new graduate students any brochures, catalogues, or pamphlets pertaining to facilities or programs at NCSU. If you have any and would be so gracious as to provide us with some, please contact me as soon as possible so that I may make arrangements to have them picked up prior to August 22, 1989. We are expecting between 400 and 600 students to attend.

Should you have any questions or you have brochures, catalogues, or pamphlets we may distribute, please feel free to contact me through campus box 8004 or extension 3276. Otherwise, we look forward to your discussion with the new graduate students on August 22.

Sincerely,



C. H. 'Jay' Ellington  
Chairperson  
Graduate Student Orientation Committee

Note to Jay - who else is on prog.  
SLC? etc...

Electims

Sept 11 Books Close

NOV 17 1988

NOV 16, 1988

TO WHOM IT MAY CONCERN:

ENCLOSED IS A REVISED COPY  
OF THE CONSTITUTION FOR THE  
GRADUATE STUDENT ASSOCIATION. PLEASE  
KEEP THIS COPY FOR YOUR RECORDS,

IF YOU HAVE ANY QUESTIONS, PLEASE  
CONTACT ME.

Marjorie A. Faust  
MARJORIE FAUST  
GSA PARLIAMENTARIAN  
BOX 7621  
NCSU CAMPUS.  
13348



cc: Pam Powell for Emery  
circulate to SD STAFF

SEP 13 1988

SEP 07 1988

file North Carolina State University

Box 7102, Raleigh, North Carolina 27695-7102  
(919) 737-2871

205  
copy to Mrs. Rein  
9-12-88

The Graduate School

September 6, 1988

MEMORANDUM

TO: Mr. Todd Weatherford, Graduate Student Association  
FROM: D. A. Emery, Associate Graduate Dean  
SUBJECT: English Proficiency - International TA's

In keeping with your report from the recent Student Government Retreat at Quail Roost and the concern voiced regarding the proficiency in English of international teaching assistants, I am submitting the following:

1. Effective fall 1989, the minimum TOEFL score requirement for admission to the Graduate School will be raised from 500 to 550. Furthermore, the minimum scores on each of the three sections of the TOEFL Examination (Listening Comprehension, Structure and Written Expression and Vocabulary and Reading Comprehension) will be raised from 45 to 50 on at least two of the three sections with the third one not to drop below 45.

Please note the attached sheet (September 3, 1987) describing the minimum TOEFL scores required at other universities.

2. Perhaps an even more important response to your question comes from the Graduate School's proposed pilot experiment with the "Test of Spoken English" in 1988-89. North Carolina State University will become for the first time an official Test Center for the administration of the Test of Spoken English (TSE) on Saturday, October 22, 1988. Thirty (30) international graduate students who are either potential TA's or experienced TA's representing nine graduate programs will be tested on that date. A second group of equal size will be tested on March 11, 1989.

TSE

These students have been chosen by graduate administrators as representative of the international teaching assistants in their programs (both new and experienced). The information gathered by these tests will be studied by the Graduate School and the TSE program assessed as one method (among others) for evaluating prospective international TA's in the future.

Attachment

cc: Dr. D. W. Stewart  
✓ Dr. T. H. Stafford, Jr.

## Report on Minimum TOEFL Scoring

## Part I

Absolute Minimum Score	School
500	Auburn Clemson Iowa State University of Georgia University of Minnesota University of So. Carolina
520	Oregon State University
550	Cornell Florida State Georgia Institute of Technology Michigan State Pennsylvania State Purdue University University of California-Davis University of Florida
600	University of Virginia Virginia Polytechnic Institute

NCSU- Current Minimum is 500

## Part II

A recent report of the 1986 survey of institutional policies pertaining to use of TOEFL scores indicates:

Graduate Level

1. Academic work, no restrictions - 76% 550-600 minimum  
(223 institutions responding)
2. Academic work, no restrictions  
in selected fields, i.e.,  
Engineering - 55% 550-600 minimum  
(84 institutions responding)

This report shows the trend to higher minimum TOEFL scores for graduate admissions (Reference TOEFL Test and Score Manual 1987-88).

chom

cc: GSA

Mike has original



North Carolina State University  
Division of Student Affairs

Department of Student Development  
Harris Hall  
Box 7314  
Raleigh, NC 27695-7314  
Telephone (919) 737-2441

MEMORANDUM

DATE: 9-24

TO: Mike

FROM: Erly

In speaking with Dean Debra Stewart (Grad School) today she mentioned that she is assessing interest in a special grad student orientation to be produced by the School. I told her I would ask you to keep an eye out at WODA for unusual/interesting grad o. program ideas. →

Also, if you send her the NODA  
conference info, she may be able  
to send a staff member. Please  
handle.

p.s. The woman I called her  
was to suggest that the GSA  
would benefit from a faculty  
adviser. As it turns out, she met  
with the GSA last week to ~~offer~~  
offer their assistance.



NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

GRADUATE STUDENT ASSOCIATION

July 20, 1987

TO: Dr. Bruce Poulton, Chancellor  
 Dr. Nash Winstead, Provost and Vice Chancellor  
 Dr. Debra Stewart, Interim Dean of the Graduate School  
 Dr. Thomas Stafford, Jr., Vice Chancellor for Student Affairs  
 Mr. George Worsley, Vice Chancellor for Finance and Business  
 Dr. Murray Downs, Associate Provost  
 Ms. Evelyn Reiman, Director of Student Development  
 Mr. Kevin Howell, Student Body President  
 Mr. Paul Briggs, Student Senate President  
 Mr. Derek Tyson, Student Body Treasurer

FROM: Wesley Sing, GSA President 1987-1988  
 Graduate Student Senator 1986-1987

RE: Funding of the Graduate Student Association

On April 22, 1987, graduate representatives to the N.C. State Student Senate proposed an amendment to Section 9, Item B (Graduate Student Association) of the Student Government Budget 1987-1988. This amendment was subsequently approved. Thus the appropriation to the GSA has been increased from \$3,000 to \$4,000 for the upcoming year. However, much debate arose concerning this increase as well as the existence of the GSA as an item in the Student Government Budget.

From the standpoint of the GSA, we tried to increase our allocation due to increased graduate enrollment in the face of a year after year stagnation in line item. Of all our sources of funding, we felt that this was the one place we had representation and could make an effort for the graduate student body. We also believed this was the proper place because we are part of the student body and are under the jurisdiction of Student Government.

From the viewpoint of the Senate, there remains controversy over the fact that the GSA is obtaining funds from Student Government. As a "school council", the GSA should appropriate funds outside of Student Government Budget on the basis that they are a school council like any other school council. According to Student Body Documents Article II "The School Council" Section 1 and 2, there are no set provisions for funding school councils.

As GSA President, I feel the GSA should be allowed to obtain funds as a line item in the Student Government Budget; however, as a Senator, I understand the basis for Senate concerns over school council funding out of the Budget. Where exactly should the GSA be getting funds? Where do graduate student fees go? Could graduate student fees be handled differently so that some go directly to the needs of the graduate student body?

The GSA would like to clarify this issue and encourage a consistent treatment of graduate student fees. Otherwise, the GSA has no foundation for obtaining due increases in accordance with increased graduate enrollment. Much of this has evolved from neglect in the past but will be a persistent problem in the future unless action is taken.

In the course of this next year, the GSA intends to take this issue at hand and propose a plan compatible with University policy to set-up a solid resource of funding. Of course, this will take some investigation and most likely will not be proposed or approved until the 1988-1989 year.

I have talked briefly with Kevin Howell, Student Body President 1987-1988, and Paul Briggs, Student Senate President 1987-1988, about resolving this issue in Student Government and will continue discussions with them. However, I would appreciate any further consultation or information you can provide to clarify this issue. Thank you for your consideration.

Jay Everette  
Student Body President  
NC State University

February 17, 1986

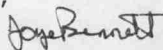
Jay,

I am writing this in order to encourage you to support an increase in the Student Government allocation to the Graduate Student Association. We currently receive \$1250, twice a year. We are asking for \$2500 twice a year. We are also asking that the additional money be labeled "discretionary," so that the Council can budget as needed.

As you know, the graduate student population is going to continue to grow at our university, and to become an even more valuable resource. Already, the graduate students carry a large part of the teaching and research load. In our year of "getting involved," several graduate students have become involved in such things as the Judicial Board, and the Student Senate. We are very open in asking for your help, so that we can better meet the needs of our growing population.

My treasurer, Bryan Hunt, and vice president, Loretta Rice, have met with Marva Hardee, who has been most helpful in explaining to us how to handle this request. I am asking for your support, as the Graduate Student Association council attempts to make appropriate plans for the future.

Sincerely,



Joye Bennett  
GSA  
President

Copies to : Evelyn Reiman  
Gary Mauney  
Marva Hardee  
Brenda Floury



North Carolina State University  
Division of Student Affairs

file  
Grad. St. Assoc.

Office of the Vice Chancellor  
Box 7301  
Raleigh, N. C. 27695-7301

April 30, 1986

MEMORANDUM

TO: Dr. Fornes  
Dr. Stewart  
Dr. Witherspoon

FROM: Thomas H. Stafford, Jr. *THS*  
Vice Chancellor for Student Affairs

Upon receiving your memorandum dated April 8th concerning office space for the Graduate Student Association, I asked Ms. Reiman, Director of Student Development, to review the request made by the President of the Graduate Student Association. She has reported to me that Gary Mauney will meet with the Graduate Student Association President for the purpose of identifying possible solutions to their need for space. I have enclosed a copy of her memorandum for your information.

I hope this information will be helpful to you. Please let me know if you wish to discuss further.

enclosure

cc: Dr. Winstead  
Mr. Bowers  
Ms. Reiman

208

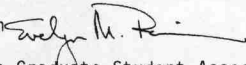


North Carolina State University  
Division of Student Affairs

Department of Student Development  
Harris Hall  
Box 7314  
Raleigh, NC 27695-7314  
Telephone (919) 737-2441

April 24, 1986

MEMORANDUM

TO: Dr. Thomas H. Stafford, Jr.  
FROM: Ms. Evelyn M. Reiman   
RE: Office Space for the Graduate Student Association

I have spoken with Gary Mauney regarding the space request you received from the Acting Deans of the Graduate School and he has agreed to meet with the GSA President to identify possible solutions to their need for space. I indicated to Gary a willingness to be involved in this discussion as necessary and will keep you apprised of our progress.

EMR/mn

cc: Mr. Henry Bowers  
Mr. Gary Mauney



North Carolina State University

Box 7102, Raleigh, North Carolina 27695-7102  
(919) 737-2871

The Graduate School

April 8, 1986

SA staff?

*2087*

*note sent to Gary Manning*

*to Mrs. Keen  
Mr. Bowers  
Please handle  
4/11/86*

MEMORANDUM

TO: Dr. Thomas Stafford, Vice Chancellor for Student Affairs  
FROM: *E. Fornes* R. E. Fornes, D. W. Stewart, A. M. Witherspoon *D. Stewart*  
Acting Graduate Deans  
SUBJECT: Office Space for the Graduate Student Association

Several weeks ago, a formal request was made by Ms. Joye Bennett, President of the Graduate Student Association (GSA), to the Graduate School (see attachment) that appropriate action be taken for office space and clerical support for the GSA. We strongly support the request.

It is our thinking that the most appropriate place to house the GSA is in the Student Government Complex in the University Student Center and that the GSA should be given their fair share of office space and clerical support. Graduate students comprise 15 percent of our student body population. Their contributions are vital to NCSU, especially as it attempts to improve its standing as a major research university. Therefore, the University should provide reasonable support to graduate students and to their organization.

We will be happy to discuss further this issue with you.

Attachment

cc: Provost N. N. Winstead  
Ms. Joye Bennett

*to Henry Evelyn*

*how can we refuse a request from three graduate deans?*

Bay Fornes  
Debra Stewart  
Gus Witherspoon

February 24, 1986

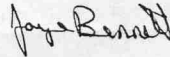
To the acting deans of the Graduate School;

As the president of the Graduate Student Association, I would like to formally request that actions be taken to secure appropriate office space for the association. Currently, we have a room in the library. It is inadequate, isolated, and open to a few others who have keys. There is no telephone, and little inclination to use the space for anything other than storage. Although storage is important, and space for it is at a premium, it is simply inadequate.

The graduate student population is continuing to grow. It is nearly impossible NOW to carry out the responsibilities of Graduate Student president. Issues are multiplying, concerns are growing, and person-power to handle all of it is in short supply! Ideally, the Graduate Student Association should be housed in a way similar to Student Government, which has office suites and clerical help. I have already written Tom Stafford about the need for space, and he suggested I also ask you. I see us being housed in Watauga Hall, or in Peele. I also see us with at least a work-study person to handle the increasing flow of needed correspondence.

Please consider this request. I know you are graduate student advocates. The potential of the Graduate Student Association is seriously hampered by our "shoestring", bedside phone, midnight phone calls operation. We have performed miracles with what we have! We have also GROWN, and the interest in our organization has grown. This past year has brought good things to the Graduate Student Association. I respectfully ask for help in our efforts to continue to grow. We need office space and clerical support, and a telephone.

Thank you for your consideration  
of this request.



Joye Bennett  
President  
GSA, 1985-86

Copies to : Dr. Tom Stafford  
Evelyn Reiman

file - GSA

**NORTH CAROLINA STATE UNIVERSITY AT RALEIGH**  
**GRADUATE STUDENT ASSOCIATION**

November 27, 1984

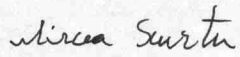
Dr. Larry W. Gracie  
Director, Student Development  
212 Harris Hall  
Box 7314  
NCSU Campus

Dear Dr. Gracie:

I am planning to hold the "End of the Semester" cheese and wine party on Friday, December 7, at 6:30 p.m. in the Blue Room of the Student Center. The event should last approximately 2-3 hours and 50-150 graduate students are expected to attend. We will take full responsibility for keeping order and cleaning up afterwards.

Thank you.

Sincerely,



Mircea Scurtu  
Vice-President, GSA  
322-A Riddick

MS:dst

cc: J. W. Cunningham, Dir., Public Safety  
Tom Vess, President, GSA, Box 8204, Chemistry



## Constitution of the Graduate English Association

### Article I Name

The name of this organization shall be the Graduate English Association, hereinafter referred to as GEA.

### Article II Purposes

The purposes of this organization will be: 1) to act as a forum for graduate student opinion on administrative, curricular, and other aspects of the English Department Graduate Program; 2) to act as a forum for presentation of graduate student work in the form of papers, essays, fiction, poetry, miscellaneous; 3) to disseminate information of interest or importance to the graduate English students; 4) to represent the graduate students of English in any and all matters concerning the English Department and graduate program.

### Article III Membership

Any person in pursuit of a graduate degree in English at North Carolina State University shall be considered a member of GEA, if he is a fee paying student and has signed a document to that effect. Any non-fee-paying person who is in pursuit of a graduate degree in English at North Carolina State University will be considered a member of the GEA upon receipt of a fee to be determined by the Graduate Student Association.

### Article IV Amendments

A simple majority of votes present at the second reading of the proposed amendment shall pass said amendment to this constitution. The first and second readings will occur at consecutive regular meetings at which a quorum is present.

### Article V By-laws

#### Section 1. Officers

- A. The permanent offices will be those of President, Vice-President, Secretary-Treasurer.
- B. The President's duties will be to preside at all meetings, to hold meetings of the officers, to appoint the representatives to the Graduate Student Association, to act as the representative of the graduate body of the English Department on regular and special occasions.
- C. The Vice-President's duties will be to assume the President's duties in the absence of the President.
- D. The Secretary-Treasurer's duties will be to keep all records of the GEA and minutes of all meetings, to post copies of the minutes to the graduate students, to send notices of meetings to all members of the GEA, and to keep a register of the GEA's members.
- E. Regular elections shall be held in the last week in September of each year at a regular meeting.
- F. Special elections shall be held whenever one of the permanent offices becomes vacant.
- G. A nominating committee composed of two graduate teaching assistants and two non-teaching graduate students will be appointed by the Chairman of the Steering Committee for the first year of operation, and the Vice-President of the GEA will make said appointments thereafter.
- H. Other nominations of candidates shall be from the floor.
- I. Election shall be by a plurality of votes cast.

#### Section 2. Qualifications of Officers

All officers must be members of the GEA; the President must be, at least, a

second year graduate student, and the Vice-President must be a first year graduate student.

### Section 3 Removal of Officers

- A. An officer may resign by submitting a written notification to the secretary at the regular meeting before the effective date of the resignation.
- B. An officer may be removed from office by a two-thirds vote at the next regular meeting after the one at which the motion is introduced.

### Section 4 Quorum

A quorum shall consist of 10% of the membership.

### Section 5 Voting

Each member shall have one vote.

### Section 6 Meetings

Meetings will be held at least once a month during the school year. The date of next meeting shall be fixed at each meeting to suit the needs of the members present. The Vice-President will post also the date, time, and place of any regular meeting at least three weeks before said meeting. Procedure shall be according to Robert's Rules of Order.

### Section 7 Committees

- A. The committee responsible for the operation of the GEA will be called the Executive Committee.
  1. The Executive Committee will consist of the President, Vice-President, Secretary-Treasurer, the Representative to the Graduate Student Association, and the alternate Representative to the Graduate Student Association.
  2. The duties of the Executive Committee are as follows: to appoint persons to appointed positions, to prepare an annual budget and to establish necessary committees for the GEA.
- B. Committees of the GEA will be established and dissolved when necessary.
- C. The following English Department committee posts will be elected: Curriculum Committee (one first year and one second year graduate student), Freshman Advisory Council (one first year graduate assistant and one second year graduate assistant).
- D. The Executive Committee will appoint and / or revoke the following English Department Committee posts: Literature and Advanced Writing and Language (two graduate students), Library and Audio-Visual (two graduate students), Committee for guest lecturers (two graduate students), Teaching Effectiveness Committee (two graduate students), and any other committees established by the English Department.
- E. No graduate student may sit on more than one committee at any given time.

### Article VI Implement Clause

This constitution will take effect in the academic year beginning in August of 1975.

Voted on and ratified:  
10/21/74

8

7/13/82

Mickey E. Parish  
Vice President, G.S.A.  
28 Schaub Hall  
N.C.S.U.

Dr. Larry Gracie  
Director, Student Development  
212 Harris Hall  
N.C.S.U.

Dear Dr. Gracie:

The Graduate Student Association has scheduled its second summer "breather" for Friday, July 23 at 5 pm on the court between Polk Hall and D. H. Hill east wing (east side of the Brickyard). In case of rain it will be moved under Harrelson. This event will last approximately 2 hours and we anticipate a turnout of between 100 and 200 graduate students. We will be responsible for policing the area for litter.

Sincerely,

*Mickey Parish*  
Mickey Parish

CC: J.W. Cunningham  
Director, Public Safety  
N.C.S.U.

8/18/78

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

GRADUATE STUDENT ASSOCIATION

In care of:  
Gary M. Pace, GSA President  
3225 Williams Hall  
Department of Soil Science  
Box 5907 Zip 27650  
Phone: (919) 737-3450

8.17.78

Ms. Edmister,

Please excuse the tardiness of my reply to your memo of 6.28.78. We had 3 revisions to our constitution approved during Spring elections, and the enclosed copy contains these amendments.

If I can be of further assistance, please contact me.

Sincerely,  
Gary M. Pace

8

**NORTH CAROLINA STATE UNIVERSITY AT RALEIGH**

In care of:

Gary M. Pace, GSA President  
3225 Williams Hall  
Department of Soil Science  
Box 5907 Zip 27650  
Phone: (919) 737-3450

**GRADUATE STUDENT ASSOCIATION**

August 7, 1978

Jeff Mann  
Assistant Dean of Student Development  
214 Harris Hall  
NCSU Campus

Dear Jeff:

The next GSA "Breather" will be held in the Court of the Carolinas from 4:00 to 7:00 p.m. on Friday, August 11.

If you have any questions or comments concerning this affair, please contact me.

Sincerely,

*Peter* (SL)

Peter R. McClure  
Chairman, GSA Breather Committee

737-2388

PM/sk

cc: W. L. Williams

(Blackwood  
to be notified)

*Please route*  
*J 7/10/78*

**NORTH CAROLINA STATE UNIVERSITY** | **AT RALEIGH**

**GRADUATE STUDENT ASSOCIATION**

In care of:  
Gary M. Pace, GSA President  
3225 Williams Hall  
Department of Soil Science  
Box 5907 Zip 27650  
Phone: (919) 737-3450

July 6, 1978

Jeff Mann  
Assistant Dean of Student Development  
214 Harris Hall  
NCSU Campus

Dear Sir:

The next Graduate Student Association "Breather" will be held in the Court of the Carolinas from 4:00 to 7:00 p.m. on Friday, July 14. Activities will be similar to those of our June "Breather."

If you have any questions or comments concerning this affair, please contact me.

Sincerely,

*PR McClure*

Peter R. McClure  
Chairman, GSA Breather Committee  
737-2388

PRM/sk

cc: W. L. Williams

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

GRADUATE STUDENT ASSOCIATION

Gary M. Pace, GSA President  
3225 Williams Hall, Soil Science Dept.  
N. C. State University  
Raleigh, N. C. 27607

June 1, 1978

Jeff Mann  
Asst. Dean of Student Development  
214 Harris Hall  
NCSU Campus

Dear Sir:

This note is to inform you that the Graduate Student Association is sponsoring a "Breather" to be held in the Court of the Carolinas from 3:30 to 6:30 p.m. on Friday, June 9. The affair is restricted to graduate students at NCSU and activities will include volleyball and frisbee-throwing. Refreshments (soft drinks and beer) will be provided by the GSA.

We plan to hold two more "Breathers" during the summer months (July 14 and August 11) at the same location. I will send you notification of their occurrence during the weeks immediately preceding the events. The GSA will be responsible for trash policing, and arrangements have been made with the Physical Plant for trash collection.

If you have any questions concerning this activity, please contact me at the telephone number below.

Sincerely,



Peter R. McClure  
Chairman, GSA Breather Committee  
737-2388

PRM/sk

cc: W. L. Williams

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

GRADUATE STUDENT ASSOCIATION

UNIVERSITY STUDENT CENTER  
IN CARE OF STUDENT GOVERNMENT OFFICES  
P. O. Box 5217 RALEIGH, N. C. 27607

August 4, 1977

MEMORANDUM

TO: Jeff Mann ✓  
Assistant Dean of Student Affairs

Bill Williams  
Director, Security and Traffic

FROM: Lawrence Ives *L.I.*  
Breather Committee  
(737-2932)

The Graduate Student Association is sponsoring a "Breather" for graduate students and their guests on the brick yard on August 5, 1977. It will begin at 3:30 p.m. and last until the beverages have been depleted, probably around 6:00 p.m. Beer and soft drinks will be served.

Arrangements have been made with Sam Penny for getting the beverage truck on campus and a work order has been given for trash cans. The GSA will be responsible for policing the area outside following the event.

*Neenah Bond*  
LI/sk



6- GSA

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

DIVISION OF STUDENT AFFAIRS

OFFICE OF THE DEAN  
101 HOLLADAY HALL

May 30, 1977

MEMORANDUM

TO: Mr. Lawrence Ives, Graduate Students Association

FROM: Thomas H. Stafford, Jr., Acting Vice Chancellor *THS*

The Graduate Student Association request that the Graduate Student Association President be allowed to appoint a graduate student to certain University committees has been discussed by the Committee on Committees. I have also discussed the request with members of my staff and with Blas Arroyo, the newly-elected President of Student Government.

It is felt that appointment of students to all committees should continue to be made by the President of the Student Government. Your recommendation to appoint graduate students to certain committees has merit, however, and I have encouraged Blas to solicit names of graduate students from the Graduate Student Association President and to give strong consideration to those names in making final appointments to the committees you have designated.

I hope this will provide the level of graduate student involvement which you have suggested. Please contact me or the Student Government President if you wish to discuss this further.

THS:ul

cc: Committee on Committees  
President, Student Government  
Dean G. G. Hawkins  
✓ Dean John A. Poole

# NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

GRADUATE STUDENT ASSOCIATION

UNIVERSITY STUDENT CENTER  
IN CARE OF STUDENT GOVERNMENT OFFICES  
P. O. Box 5217 RALEIGH, N. C. 27607

April 6, 1977

TO: University Committee on Committees  
FROM: Lawrence Ives, President, Graduate Student Association

Although graduate students comprise only about 20% of the student population, I'm sure you will agree that their impact is significant, both in services provided and demands made upon the University. It is felt by the Graduate Student Association that their constituents' points of view should be included in the planning and operation of the University; in particular, a graduate student should be included on all University Committees which have a direct bearing on graduate programs and services.

As you know, all student appointments presently emanate from the Student Government office. Although the Student Government represents all students, it is basically an undergraduate organization, dealing almost exclusively with undergraduate programs. In fact, one would be hard pressed to find a graduate student who was ever elected to a Student Government Administrative position. It, therefore, becomes apparent that Student Government can not be expected to appreciate the singular role of graduate students in the University community.

The Graduate Student Association has asked that I request the GSA President be allowed to appoint a graduate student to certain University Committees. A separate list is enclosed with justification for each item requested. We hope that you will consider the unique perspectives that graduate students can offer these committees. We also request that the S.G. President retain the same appointive powers as before. We do not wish to subvert Student Government's role as the representative of all students within the University.

We sincerely hope that you will consider these requests and find them beneficial to the University. The Graduate Student Association would like to take a more active role in serving the University which has served us so well. We hope that you will consider this request at your earliest convenience so that, if approved, it can be implemented for the coming academic year. If you require more information or clarification, please do not hesitate to contact me.

LI/jl

*Lawrence Ives*

### Career Planning and Placement

The Career Planning and Placement department administers to the needs of all students, both undergraduate and graduate. The need for graduate representation on this committee is obvious since no undergraduate can be expected to offer advice or make decisions concerning the type of services this department needs to offer to graduate students.

### Library Committee

For the undergraduate, the library represents basically a resource for class assignments and a quiet place to study. For the graduate student, it represents a resource for research and advanced study. The graduate is more likely to make extensive use of the reference department, periodicals service, Interlibrary Cooperative Services, and special collections. (The view of the library differs considerably between graduate and undergraduate.)

### Parking and Traffic

Several years ago, the Parking and Traffic Committee decided to distribute parking decals at registration. Since no graduate students were on the Committee, they failed to consider the fact that most graduate students register by mail. Because of this, serious problems resulted when large number of graduates were not given the opportunity to purchase decals. This clearly demonstrates the necessity of having a graduate student on this Committee.

### Research Committee

Since very few undergraduates conduct research, student members to this Committee should all be graduate students.

### Safety Committee

One of the areas in which accidents are likely to occur is in and around research laboratories. In fact, a large part of the day to day laboratory work is carried on by graduate students. Graduate students also make use of the shop facilities, especially in the Schools of Design and PAMS. Graduate students are much more familiar with the potentially dangerous facilities on North campus than most undergraduate and should therefore be included on this Committee.

5/7/77

# Graduate Students Assoc. NEWSLETTER

Spring 1977

President

Richard Randall  
137 Polk Hall  
Ph. 737-2581

Vice President

Dayle Sherba  
4610 Gardner Hall  
Ph. 737-2393

Secretary

Ricky S. Smith  
105 Cox Hall  
Ph. 737-2512

Treasurer

Karen Kuenzel  
428 Williams Hall  
Ph. 737-3216

ELECTIONS: Elections were held at the April 18th meeting of the GSA. However, the offices of secretary and treasurer remain open. Anyone wishing to serve in either of these positions is urged to attend the May 30 meeting of GSA, 7:00 PM University Student Senate Chambers. Each position pays \$50 per semester and \$50 during the summer. These salaries were allocated by the GSA at the last meeting. More information may be obtained by calling any of the above officers.

TAXATION: Anyone having difficulty with the IRS concerning assistantships is urged to contact the GSA. The association may be able to offer legal assistance.

INTERDEPARTMENTAL ACTIVITIES: The GSA has authorized funds for interdepartmental activities. Applications must be made by the locale graduate organization at least 10 working days prior to the event. Up to 50% of the cost may be covered by the GSA. Guidelines and restrictions have been sent to all local organizations. Applications and questions should be directed to Ray Kutzman, 737-2741, Zoology Dept.

TRAVEL FUND: The GSA maintains a travel fund to aid graduate students presenting papers or actively participating in academic meetings. There is a new application form for the requisition of such funding. Applications must be received by the first of the month prior the month of the meeting. For further information call Jeff Lake (851-8205) or Richard Randall (737-2581).

MASTER'S DEGREE CHANGES: The Graduate Administrative Board Committee on Master's Degree Requirements has submitted its report to the board and action is expected to be taken on the May 12, 1977 meeting. Recommended changes concern minor requirements, advisory committees, credits, grades, oral exams, and PBS courses. More information may be obtained from the graduate office or the GSA.

UNIVERSITY COMMITTEES: Sign-up lists are now open for student appointments to university committees. Parking and Traffic will be appointed at the end of this semester most others at the end of the summer. Graduate students are especially needed for the following committees: Parking and Traffic, Library, Athletics, Safety, Student Health, Refund of Fees, Teaching Effectiveness and Evaluations. Many other committees also may prove interesting. Interested students should sign up in the Student Government office or should contact Richard Randall, 737-2581.

GRADUATE STUDENT BREATHER: The GSA is preparing to experiment with a Friday afternoon get-together for all graduate students. Beer, coke, and other refreshments will be provided with small donations requested. The success of this venture depends upon your participation. It is hoped the first "Breather" will take place early in the first summer session. Please watch for notices of time, place, and date.

NEWSLETTER ANNOUNCEMENTS: The next newsletter will be issued at the beginning of the fall semester. Anyone wishing to submit announcements should contact Dayle Sherba (737-2393) by July 15, 1977.

The GSA would like to express its appreciation to the Alumni Office for their continued assistance in the publication of the GSA Newsletter.

Dear John Poole  
Harris  
Campus

# Graduate Students Assoc. NEWSLETTER

Spring 1977

President

Lawrence Ives  
105 Cox Hall  
Ph. 737-2512

Vice President

Janice Blum  
4605 Gardner Hall  
Ph. 737-2393

Secretary

Ricky S. Smith  
105 Cox Hall  
Ph. 737-2512

Treasurer

Karen Kuenzel  
428 Williams Hall  
Ph. 737-3216

## INCOME TAXATION OF ASSISTANTSHIPS

It seems to be established that graduate assistants may exclude from taxation a percentage of their stipend or grant equivalent to the proportion of the research and/or teaching which is applied to fulfilling their degree requirements if equivalent duties are required of all other students pursuing the same degree. For example, if 80% of the required duties are to be performed in fulfilling degree requirements, then 80% of the stipend or grant may be excluded.

Unfortunately, students whose source of funding is State funds, are being challenged in some cases where they have claimed exemption. In these instances, IRS has taken the position that payments with State funds are taxable in the form of salary payments, basing their decision primarily on the source of funding. It appears that a test case is needed to establish that the source of funding should not be the primary determining factor.

Nevertheless, for the time being, if the following criteria exist, then the assistantship grant or stipend could be considered exempt. These three requirements indicate that the primary purpose for the stipend or grant is to further the education and training of the student - referred to be the IRS as the "primary purpose test:"

1. The student is a candidate for a degree conferred by this University.
2. The duties performed are directly related to his or her study program and are being pursued to fulfill the degree requirements. Would the duties be required even if there were no grant or stipend? If so, this gives strong support for exemption.
3. Equivalent duties are required of all students for this particular degree as a condition to receiving such degree.

The IRS states that it will not assume that the "primary purpose test" has been satisfied if the services are performed for someone other than the institution, or if the stipend or grant is made in view of past services or future employment.

RA's fall into the exempt category much more frequently than TA's, but both should be treated alike if all of the three aforementioned requirements are applicable.

The tax code is ambiguous and open to interpretation. Each person should evaluate his own particular situation and determine whether or not he or she should be considered exempt or non-exempt. Degree requirements are established by each department; therefore, policies vary widely. Each student must determine what duties are required by his own department's degree curricula. The GSA is presently attempting to further clarify the situation. Comments, suggestions, and questions are welcomed.

Lawrence Ives, Phone-737-2512

ELECTIONS: Elections of GSA officers will be held at the April 18th meeting. Offices are opened to any fee paying graduate student. Those interested in these positions should attend the March 21st meeting, 7:00 PM in the Student Center Senate Chambers.

\* \* \* \* \*

INTERDEPARTMENTAL ACTIVITIES: The GSA has authorized funds for interdepartmental activities. Applications must be made by a local graduate organization at least 10 working days prior to the event. Up to 50% of the cost of activity may be covered by the GSA. Guidelines and restrictions have been sent to all local organizations. Applications and questions should be directed to Ray Kutzman, 737-2741.

\* \* \* \* \*

BLACK STUDENT ASSOCIATION: The association for the concerns of Black Graduate Students has been organized on NC State campus to deal with the issues of any interest of the black student. Membership is open to any interested graduate student. The first meeting will be held Tuesday, March 1st, 12:00 noon in the board room of the Student Center. Bring your lunch or pick it up in the cafeteria. For further information call Tom Jones, 832-3644 or 737-2251.

\* \* \* \* \*

NON-ACADEMIC FEES: The GSA is presently investigating the possibility of obtaining optional non-academic fees for graduate students. Anyone having knowledge of a university where non-academic fees are presently optional, or anyone having suggestions as to how this effort might proceed is asked to call Jim Rook, Chairperson of the Non-Academic Fees Committee at 737-2617.

\* \* \* \* \*

TRAVEL FUND: The GSA maintains a travel fund to aid students presenting papers at academic meetings. There is a new application form for the requesting of such funds. Contact your departmental representative for further information on how to obtain such funds.

\* \* \* \* \*

STUDENT SENATORS: Vacancies occasionally arise in the Student Senate for graduate student senators. Such a vacancy now exists. Anyone wishing to be considered for appointment to these seats should call Lawrence Ives, 737-2512.

\* \* \* \* \*

SEMINAR SERIES: The NCSU Academy of Outstanding Teachers is sponsoring a series of seminars at noon on Thursdays during the Spring semester in the Blue Room at the Student Center. Graduates are encouraged to attend and bring a snack lunch or go through the cafeteria line. Your GSA representative should have a schedule of speakers. For further information, call N. D. Anderson, 737-2238.

\* \* \* \* \*

The GSA would like to thank Richard Morgan at the Business Office for assistance in the preparation of parts of this Newsletter.

Special thanks is directed to the Alumni Association for its much needed assistance in the publishing of this Newsletter.

## WELCOME NEW GRADUATES

### New Graduate Information, 1976-77

The Graduate Student Association of North Carolina State University has compiled this brochure in the hope of helping you to get settled into the University community. From past experience it is reasonable to assume that problems and questions will arise in the coming months. Our goal is to answer some of these questions and to provide you with names and places to go for assistance. If problems arise for which you need additional help, or which you think should be brought to the attention of other students, please contact either your departmental representative to GSA or one of the GSA officers listed below:

President: Lawrence Ives, 105 Cox, 737-2512  
Vice President: Janice Blum, 4608 Gardner, 737-2393  
Secretary: Ricky Smith, 105 Cox, 737-2512  
Treasurer: Karen Kuenzel, 428 Williams, 737-3216

The secretary to the head of your department should know the name of your department's representative to the GSA.



The Graduate Student Association functions as a voice for graduate students in dealing with problems concerning graduate education. Continuing projects of GSA include this booklet, a tax information booklet, maintenance of a typing list, the graduate newsletter, travel fund, housing survey and refunds of Graduate Student Fees to local GSA's.

All graduate students are invited to attend our meetings which are held in the Student Senate Chambers, in the University Student Center each month at 7:30 p.m. By taking an active part in GSA, you will become more knowledgeable of the workings of the Graduate School. You will find GSA meetings to be an informative forum for your administrative and academic problems. Contact your department's GSA representative for dates of the meetings.

GSA encourages your participation in Student Government. There are four Graduate School Senators elected in the fall of each year. Representation of graduate students is extremely important. Please consider running for one of these offices and, in any case, get out and vote!

The typing list referred to above is a list of names of persons in the area who have expressed interest in typing reports, papers, dissertations, etc. These lists are periodically distributed to the departmental representatives. While it would not be proper for GSA to recommend typists, we welcome comments from anyone using their services. If you want more information about the typing lists please contact your departmental GSA representative.

#### Some General Academic Suggestions

You may find yourself under pressure in the coming weeks to select your advisory committee and decide on your course schedule for the rest of your stay at N. C. State. These are two of the most important administrative decisions for a graduate student. We caution you to make them carefully and slowly. It is recommended that you wait at least until the middle of the second semester before choosing a committee or deciding on a formal program of study, and then only if you have had an opportunity to discuss it in depth with other graduate students in your field and your major professor or graduate administrator. It is much easier to make changes in your program before, rather than after, it is formally submitted to the Graduate School. The choice of your committee is of particular importance since professors vary considerably in their research activities, standards for graduate degrees and personalities. In the end, it is the individuals on your committee who decide if and when you receive your degree.

Infrequently, student-advisory committee relationships develop which are not beneficial to the continuation of a graduate program. In order to avoid such a possibility, students are urged to maintain a periodic and frequent communication with their major advisor and committee members. Keep them posted on how your research is progressing. If extreme difficulties do arise, you should be aware of the possibility, although rarely used, of changing your advisory committee.

Utilize the experience of the veteran graduate students in your department or other departments. Seek their advice on the courses and faculty you are considering. Ideally, the decisions concerning your graduate studies should come from you, and the accumulated experience of other graduates can be an important input for your decisions.

It should be noted that the rules, regulations and course descriptions specified in the Graduate Catalogue may not always be complete or correct. Before making any major decision based on the catalogue, consult with other graduate students or faculty. Also, it is impossible to keep course descriptions up to date; and again, fellow graduates can provide wise insight for what a particular course is about and how it is taught.

The following Graduate School policies are brought to your attention:

1. APPOINTMENT OF ADVISORY COMMITTEE

For Master's Students

The detailed course requirements for each student's program are left to the judgment of any advisory committee, which is appointed early in the student's residence. The committee, composed of at least three members of the graduate faculty, one of whom represents the minor field, meets with the student and prepared a plan of course work and research. The Plan of Graduate Work is subsequently submitted to the Graduate School for approval prior to completion of one half of the total program. Throughout the graduate program, the advisory committee will meet with the student both to guide and to evaluate his or her performance.

For Doctoral Students

For each doctoral student, an advisory committee of at least four graduate faculty members will be appointed by the Dean of the Graduate School after consultation with the head of the major department. The committee, which must include at least one representative of the minor field, will meet with the student to prepare a Plan of Graduate Work. In addition to the course to be undertaken, the subject of the student's dissertation must appear on the plan; and any subsequent changes in subject or in the overall plan must be submitted to the Graduate School.

The program of work as a whole must be rationally unified, and all constituent parts must contribute to an organized program of study and research. Courses must be selected from groups embracing one principal subject of concentration, the major, and from a cognate field, the minor. Normally, a student will select the minor work from a single discipline or field which, in the judgment of the advisory committee, provides relevant support to the major field. However, when the advisory committee finds that the needs of the student will best be served by work in an interdisciplinary minor, it has the alternative of developing a special program in lieu of the usual minor.

2. EVALUATION OF RESEARCH PROGRESS: THE ROLE OF THE GRADUATE ADVISORY COMMITTEE (For M.S., M.A. and Doctoral Students)

The Graduate Advisory Committee is strongly encouraged to take a very active role throughout the student's program of graduate training to (1) provide an intellectual climate for optimal research and scholarly accomplishment, and (2) detect difficulties in research performance of methodology so that remedial action may be taken as soon as such difficulties become evident. Students are encouraged to consult with committee members individually throughout the program.

The completed and approved thesis constitutes the sole criterion for meeting the research requirements for the degree. The Graduate Advisory Committee and the student are encouraged to meet in formal sessions at appropriate intervals to critically assess the student's progress with regard to his thesis research. Such meetings may be requested by the student or any member of his committee. If adequate research progress is not evident, the Graduate Advisory Committee has the obligation to clearly specify their reasons for concern and to stipulate the performance expected. Records of the evaluation of the student's progress and the stipulations made by the Committee will be maintained in the student's departmental file.

3. RESOLUTION OF PROBLEMS ENCOUNTERED BY THE GRADUATE STUDENT

Communications between the student and the faculty normally pass through the Chairman of the Advisory Committee and its members. If, from time to time, matters arise which cannot be resolved by Student-Committee interaction, they may be brought to the departmental graduate administrator, or alternatively to the department head in those instances where departments have not appointed a graduate administrator.

Most schools now have active School Graduate Study Committees which meet regularly to deal with graduate policy matters of particular interest to the School. If students have problems which are not readily resolved by the departmental graduate administrator or the department head the matter can be brought to the attention of the School Dean or alternatively and when appropriate to the Chairman of the School Graduate Studies Committee who may attempt to resolve the problem personally or choose to have the matter considered by the Committee.

Should the School Graduate Studies Committee fail to resolve the problem, it may bring the matter to the attention of the Dean of the Graduate School who may resolve the matter or bring it to the attention of the Administrative Board of the Graduate School, counseling with the appropriate Dean.

Do not hesitate to contact the GSA about any problem concerning your graduate program. The GSA president is a voting member of the Graduate Administrative Board and is there to serve your needs.

#### 4. GRIEVANCE COMMITTEE OF THE GRADUATE SCHOOL

A Grievance Committee composed of students and members of the Administrative Board of the Graduate School will act on reasonable complaints from graduate students who feel that they have been unjustly or unfairly treated in some phase of their graduate activities within the University. Students are encouraged to exhaust alternative means of resolving their problems through the Chairman of the Advisory Committee, the Advisory Committee, Departmental Graduate Administrator, Department Head, School Graduate Studies Committee or School Dean. If, after going through these stages, the student still feels that he has a legitimate complaint, he may request a hearing before the Grievance Committee of the Graduate School.

#### REGISTRATION PROCEDURE

1. The most important thing that should be completed before registration is a conference with a department advisor to decide on a class schedule for the up-coming semester.
2. Specific information on registration procedure is sent by mail to incoming students. Call the Registrar's Office (737-2572) if questions arise which your advisor, or the other graduate students, cannot answer.
3. When you have completed registration, be sure you have completed the following:
  - a. Cleared your bill through the Business Office (Holladay Hall);
  - b. Received a registration card;
  - c. Received an ID card with your picture; this can be completed in the Coliseum; if you wait until after the designated time for obtaining this card, a fee will be charged;
  - d. Have a class schedule with you;
  - e. Registered any vehicle -- automobile, motorcycle, or bicycle -- that you will operate on campus.

If you fail to accomplish any of these in the Coliseum at registration, do them as soon as possible.

4. With the new computerized registration procedure graduate students may complete their registration by mail if they have pre-registered.
5. In order to receive GI Bill benefits veterans must register each semester with the Office of Veterans Affairs in 220 Harris Hall or in the Coliseum during registration. To be classified as a full-time student you must be registered for nine semester hours, or three semester hours during the summer session.

## THE LIBRARY

The D. H. Hill Library at State is a major resource for study and research, not only for the students and faculty of the University, but the State of North Carolina. Graduates are urged to become familiar with its organization and services as soon as possible in order to take full advantage of what it has to offer. Detailed information about the library is available in "The D. H. Hill Library Handbook." The library staff is always eager to assist you in locating material or utilizing services. Don't be afraid to ask for help, that is what they are there for.

The Library system is composed of the D. H. Hill Library, three branch libraries that serve the Schools of Design, Forest Resources, and Textiles and several departmental working collections. A Curriculum Materials Center and Reading Room is located in Poe Hall. This collection includes teaching guides, manuals, teaching films, slides, and tapes. Facilities are available for laminating and film editing.

Study carrels and booklockers in the Bookstack Tower are available for graduate student assignment on a semester basis. A \$5 key deposit is required for locker assignment.

## FOREIGN STUDENTS

New foreign students should register at the Foreign Student Adviser's Office, 205 Peele Hall (737-2961), and keep them informed of a correct mailing address. The Foreign Student Adviser helps with housing, registration, passports, visas, and other problems.

The Foreign Student Adviser's Office offers a non-credit orientation class to all foreign students. The class meets one hour per week and deals with any problems foreign students have with University procedures, government regulations and adjusting to life in Raleigh. Call 737-2961 for more information.

Four courses in English for foreign students are offered by the Department of Modern Languages. Language Lab facilities are available for student use. Graduate students may take these courses as audit. Students should present TOEFL scores when seeking information or assistance from academic advisers or the Department of Modern Languages, 305 Harrelson Hall.

Every foreign student must purchase health insurance for himself and the members of his family living in Raleigh. Inexpensive insurance is available through the Foreign Student Adviser's Office or in the Coliseum during registration. Foreign students are not permitted to complete registration without proof of insurance coverage.

## CASHING CHECKS AND BANKING

Checks for amounts up to \$30 may be cashed at the Student Supply Stores with a driver's license or University ID card for identification. Checks up to \$5 may be cashed at the Student Center Information Desk from 5-11 p.m. and in the Business Office during office hours.

The Student Bank is located in the University Business Office in Holladay Hall. Four major banks have branch offices across Hillsborough Street from the campus, and many university people find them convenient places to do their banking. These banks are:

North Carolina National Bank, 2508 Hillsborough Street  
 Branch Banking and Trust, 1806 Hillsborough Street  
 Wachovia Banking and Trust, 2600 Hillsborough Street  
 Bank of North Carolina, N.A., 2802 Hillsborough Street

Students are encouraged to "shop around" for a bank. Their services vary, and they are very competitive.

#### MAPS

Available at the information desk of the Student Center are campus maps. Street maps of Raleigh are available at the Chamber of Commerce, 411 South Salisbury Street, the Village Pharmacy in Cameron Village, the Wachovia Bank at 2600 Hillsborough Street, or North Carolina National Bank at 2508 Hillsborough Street.

#### TRANSPORTATION

Raleigh-Durham Airport is located ten miles west of Raleigh just south of Highway 70. It is served by Eastern, Piedmont, Delta, and United Airlines. Information should be obtained by phoning the respective airlines.

The Greyhound bus terminal is located at 314 West Jones Street downtown, 828-2567, and Carolina Trailways at 217 West Morgan Street, downtown, 832-5536.

City buses travel throughout the city, with transfers available between connecting routes. The cost of a one-way fare is 40¢ and a transfer, 10¢. Frequent users can save money by purchasing tickets in volume. A bus going downtown passes on Hillsborough Street approximately every 20 minutes. Buses also stop behind Reynolds Coliseum on Morrill Drive. Inbound service is provided every 30 minutes between 6:30 a.m. and 8:30 a.m.; and between 4:30 p.m. and 7:00 p.m. All other service is at one hour intervals. Further information can be obtained by calling Capitol Area Transport at 833-5704.

There are "Want Rides" and "Want Riders" boards in the Erdahl-Cloyd wing of the D. H. Hill Library and in the Student Center.

#### HOUSING

The University operates 16 residence halls for single students with a total capacity to accommodate 3,801 men and 1,749 women. Six of the halls are arranged in suites for four or five rooms with a common bathroom and the other ten have rooms which open onto a central corridor with bathrooms at intervals. All rooms are designed for double occupancy and are furnished except for pillows and linen. An optional linen rental service is available through the Auxiliary Services Office.

The rental fee for a residence hall room is \$180 per semester for the 1975-76 year and may increase in future years. New freshmen and continuing residents have priority for a room assignment ahead of new graduate students. Because of the demand for on-campus housing, therefore, it is unlikely that new graduate students may obtain a residence hall room during a fall semester. Information about off-campus housing is available in the Residence Life Office.

The University also maintains 300 apartments for married students, including efficiency, one-bedroom and two-bedroom units. The monthly rental rates for the 1976-76 year are \$60 for efficiencies, \$71 for one-bedroom apartments, and \$82 for the two-bedroom units. All apartments have built-in dresser drawers, a stove and a refrigerator. Efficiency apartments also include a sofa-bed.

The University does not operate a trailer park, but there are privately owned parks within a reasonable distance of the campus. Food service is available in the University Student Center and at several snack-bars on campus.

All inquiries concerning housing and all applications for reservations should be directed to the Department of Residence Life, Box 5072, North Carolina State University, Raleigh, North Carolina 27607 (telephone 919-737-2440).

Contact the GSA or any of its officers and representatives for a copy of the housing survey which provides useful information about Raleigh's many apartments.

#### POSTAL SERVICES

The State University Station of the postal service is located at 10 Horne Street, across Hillsborough Street from campus near Patterson Hall. Other nearby post offices are located in Method (West Raleigh) and on Oberlin Road across from Cameron Village Shopping Center. The Main Post Office is in the Federal Building at 310 New Bern Avenue.

#### UTILITIES

If you rent an apartment where utilities have to be turned on, the following steps may be helpful.

1. Water: The City of Raleigh will not turn on the water until a deposit is paid for service inside the city. This deposit may be mailed or taken in person to the Billing Division, the Water Service Department, City of Raleigh, 110 South McDowell Street, 755-6790. For your convenience, there is a drive-in window.
2. Electricity: Call Carolina Power and Light Company (834-3631) to have the electricity turned on.

3. Natural Gas: For service, contact the Public Service Company of N. C., 833-6641.
4. Heating Oil: Due to recent difficulties, it would be wise to check with previous owners/renters for a possible supplier.

#### MOTOR VEHICLES

1. The main office of the Department of Motor Vehicles is located at 1100 New Bern Avenue, on the east side of Raleigh. If your vehicle is legally registered in another state, and you are NOT planning to establish residence for tuition purposes, you, as a student, do not have to obtain a N. C. registration. In order to register a car in the state, you must possess a title to your vehicle and proper insurance coverage. If the insurance company you are presently with is not licensed to do business in North Carolina, you will have to change companies. For specific information, the Department of Motor Vehicles may be contacted at 829-3025 or 829-3043. If you register your car in North Carolina, you must also get a North Carolina Driver's License.
2. In addition to the state registration fees, if you live within the city limits of Raleigh or one of the near-by communities, you are responsible for buying a \$1 city tag at the appropriate city hall. This applies to motorcycles as well as cars. In Raleigh such tags are obtained from the Municipal Building, 110 South McDowell Street and may be purchased at the drive-in window there. Car registration will count in your favor if you plan to establish residence for tuition purposes.
3. A further requirement for vehicles registered in the state is that they must have a safety inspection within 10 days of initial registration and be reinspected yearly thereafter. There are many garages in the area authorized to make such inspections for cars; motorcycles must be inspected at an authorized motorcycle shop. There is a \$3 fee for this inspection.
4. Examinations for drivers' licenses include a written test and sometimes a driving test (at examiner's discretion if you have a valid license, required otherwise). The N. C. driver's license is valid until the driver's birthday in the fourth year after issuance. As long as you hold a valid driver's license from another state and your vehicle is registered out of state, you do not need a N. C. license. However, if you switch your vehicle registration to N. C., you must obtain a N. C. driver's license. Examinations are given at the Dept. of Motor Vehicles at 1100 New Bern Avenue and at 1831 Blue Ridge Blvd. (near the State Fair Grounds off Hillsborough Street), and booklets of regulations to prepare for the test are available at both locations.
5. Construction has decreased the parking space available on campus and only a limited number of on-campus parking stickers are being sold. Since a parking sticker does not guarantee you a space convenient to the main part of campus (or even a space anywhere), we strongly



recommend that you park off campus, if at all possible. If you do elect to purchase a sticker, the cost depends on whether you are student, staff, or faculty, and where you park:

\$35/year	Commuter
\$35/year	Resident
\$15/year	Fringe Parking
\$10/year	King Village and Fraternity Court
\$10/year	Motorcycles
\$5/year	Second Vehicle

These stickers can be purchased during registration or at the Traffic Records Office, Room 100, Coliseum, 737-2120, 737-3269.

For information concerning on-campus parking contact the visitor information kiosk on the east end of campus or the Security and Traffic Office, Room 101, Fieldhouse, 737-2157.

Motorcycles are not allowed on North campus during the day.

6. Bicycles used on campus must be registered. There is no charge. This may be accomplished at registration or in the Student Center on the fourth floor.

In North Carolina, bicycles must obey all the traffic rules of any other vehicle. Bicycles must be equipped with a noisemaker and, for night riding, lights and reflectors.

There has been a great deal of bicycle thievery on campus, so always secure them to an immovable object with a heavy chain and lock.

7. Basic speed laws:

On campus -- 15 m.p.h., and pedestrians ALWAYS have the right-of-way.

Business district -- 20 m.p.h.

Residential area -- 35 m.p.h.

Open Highway -- 55 m.p.h., unless otherwise posted.

#### EMERGENCY PHONE NUMBERS

Raleigh city emergency, fire, police, rescue -- 829-1911 (Wake Emergency Communications Center).

Campus police -- 737-3206, 737-3207.

#### MEDICAL FACILITIES

Except in cases of extreme emergency, most health problems should be referred to the Student Infirmary in Clark Hall (737-2564). The medical fee paid by each full-time student entitles him to Infirmary services, however, a student's family is not eligible. The Infirmary maintains 60 beds, first aid, laboratory, and x-ray facilities. During regular sessions the University physicians hold sick call each weekday from 8:00 a.m. to 5:00 p.m.; Saturday morning at 9:00; Sunday at noon; and are on call 24 hours. First aid treatment and hospitalization are supposed to be available to the student at any time,

except for some holidays. When the infirmary is closed, the phone number listed above will be answered by campus security who will give the number of the doctor on call.

The University Infirmary does not provide for major surgery, private nursing, off-campus hospital care, or the services of a dentist or other medical specialist. Students are referred to local specialists or advised to return home to their family physician; a "referral" usually consists of pulling a name out of the phone book, and the doctor may not even be accepting new patients. The University is not responsible for surgical or other specialists' fees. Students who are hospitalized in the Infirmary are billed a minimal amount for meals.

For other members of your family, there are numerous private doctors in the area, but very few of them will accept new patients. General practitioners, gynecologists, and dentists are particularly hard to find, and if you do find one with an opening for a new patient it will probably be for two or three months away. Raleigh residents without family physicians generally go to the various hospital Emergency Rooms for routine medical problems, with the result that even bona fide medical emergencies must wait several hours for treatment at those facilities. In addition, if you or your dependent should be ill or injured enough to require hospitalization, most hospitals will not admit a patient until proof of financial responsibility is provided, either hospitalization insurance or some sort of bond.

The main are hospitals are:

Wake County Memorial Hospital, 3000 New Bern Ave., 755-8000  
 Rex Hospital, 1311 St. Mary's St., 828-6211  
 Mary Elizabeth Hospital, 1100 Wake Forest Rd., 832-2028

By becoming a member of the Wake County Blood Procurement Program, Inc., one can obtain all blood required for transfusions by the member and family dependents (as defined for Income Tax purposes) at no cost. Membership is achieved by donating or pledging to donate, one pint of blood each year, when called. There is a 30-day waiting period between signing an application and the effective date of full benefits of membership. Call Rex Hospital at 828-6211, Ext. 241, 242, for an application and/or further information about the PLAN.

The Triangle Health Plan is available for students' families. This is a subscription health care program costing from \$7 to \$15 per month. There are two clinics operated under this plan in the Raleigh area. For more information, contact Phillip Weaver in the Counseling Office, Harris Hall, or contact GSA. Health insurance is required for subscribers.

The School of Dentistry Clinic at UNC-Chapel Hill is operated by dentistry students under the supervision of the School of Dentistry Faculty. Patients are selected by application to the School of Dentistry. Fees are designed to cover the material costs only.

The Wake County Dept. of Health, 3010 New Bern Avenue, 755-6107, sponsors several free clinics (at the Health Department) which may be useful to graduate student families:

Immunization Clinic: Monday-Friday, 9-11:15 a.m. and 12:30-4:30 p.m.  
 Blood Tests: Monday, Wednesday, Friday, 12:30-4:30 p.m.  
 Baby Clinics: Tuesday, 10 a.m. (by appointment)  
 Family Planning Clinic (by appointment)  
 Pap Screening Clinic (by appointment)

A Wake County Health nurse visits the Method Health Center on Wednesday afternoons at 2 p.m. Free immunizations and advice on baby and child care are available to all married students.

A counseling center in Harris Hall (737-2423) is open to all N. C. State students. Students who are faced with personal or emotional problems are encouraged to make use of the professional counseling, marriage counseling, group therapy, and psychiatric diagnostic services available at the center. Appointments should be made.

WAKE COUNTY HEALTH DEPARTMENT

<u>MONDAY</u>	Nurse Screening Clinic*	Weekly	8:30 a.m.
	Veneral Disease		1-3 p.m. Doctor present
	Blood Test		1-4:30 p.m.
<u>TUESDAY</u>	Pediatric Supervisory*	Weekly	8:30 a.m. Doctor present
	Orthopedic	Every 3rd Tues.	8:30 a.m. Doctor present
	Family Planning*	Weekly	6:00 p.m. Doctor present
<u>WEDNESDAY</u>	Nurse Screening Clinic*	Weekly	8:30 a.m.
	Tuberculosis Chest Clinic*	Weekly	8:30 a.m. Doctor present
	Veneral Disease		1-3 p.m. Doctor present
	Blood Test		1-4 p.m.
	Family Planning*	1st, 2nd, and 4th Wed.	6:00 p.m. Doctor present
<u>THURSDAY</u>	Family Planning*	Weekly	10:00 a.m. Doctor present
<u>FRIDAY</u>	Veneral Disease		1-3 p.m. Doctor present
	Blood Test	1-4 p.m.	1-4 p.m.
<u>SATURDAY</u>	Family Planning*	Weekly	8:30 a.m. Doctor present

MONDAY THROUGH FRIDAY

Immunizations - 9:30 - 4:30 p.m.  
 Tuberculin Skin Testing - 8:30 - 4:30 p.m.  
 Chest X-ray - 8:30 a.m. - 4:30 p.m. ONLY UPON REQUEST FROM PHYSICIAN.  
 Sanitation and Animal Control Services - 8:30 a.m. - 5:00 p.m.  
 Pregnancy Testing (Bring early morning urine specimen) 8:30 - 9:30 p.m.  
 Cost: \$3 (Cash only)  
 Certificates of Birth/Deaths occurring in Wake County only - \$1 per copy  
 8:30 a.m. - 5:00 p.m.

\*By Appointment Only

OUTLYING CLINICS OF WAKE COUNTY HEALTH DEPARTMENTHEALTH CLINICS

<u>Monday</u>	2:00 p.m.	Apex United Methodist Church-100 S. Hughes St.	362-7807
	3:00 p.m.	Chavis Heights Health Center, 12 Edgecombe Terr.	755-6257
<u>Tuesday</u>	9:00 a.m.	Glenwood Towers, 509 Glenwood Avenue	755-6198
	2:00 p.m.	Halifax Court Health Center, 981 Harp Terrace	755-6123
<u>Wednesday</u>	2:00 p.m.	Garner Clinic, 110 Pearl Street, Garner	779-1289
	3:00 p.m.	Walnut Terrace Health Center, 1115 Holman Street	755-6209
	2:00 p.m.	Cary First Baptist Church, 218 S. Academy Street	467-6356
	2:00 p.m.	Method Health Center, 3052-A Woods Place	833-8891
<u>Friday</u>	2:00 p.m.	Wake Forest Health Center, Brooks and Owen Street	556-3757
	2:00 p.m.	Wendell Town Hall, 4th Street & Pine	365-4444
	2:30 p.m.	Glenwood Towers, 509 Glenwood Avenue	755-6198
	3:00 p.m.	Fuquay Varina Health Center, 121 Fuquay Avenue	552-6408

FAMILY PLANNING

3rd Monday	8:30 a.m. - 2:30 p.m.	Garner Health Center
4th Monday	8:30 a.m. - 12:30 p.m.	Garner Health Center
1st Tuesday	8:30 a.m. - 12:30 p.m.	Halifax Court Health Center
2nd Tuesday	12:30 p.m. - 4:30 p.m.	Chavis Heights Health Center
3rd Tuesday	12:30 p.m. - 4:30 p.m.	Wake Forest Health Center
4th Tuesday	8:30 a.m. - 12:30 p.m.	Walnut Terrace Health Center
1st Wednesday	8:30 a.m. - 4:30 p.m.	Fuquay Health Center

PAP SCREENING CLINIC

3rd Tuesday	8:30 a.m. - 2:30 p.m.	Fuquay Varina Health Center
Every Wednesday	8:30 a.m. - 12:30 p.m.	Garner Health Center
Every Thursday	8:30 a.m. - 2:30 p.m.	Glenwood Towers Health Center

PEDIATRIC SUPERVISORY CLINICS

3rd Monday	8:30 a.m. - 12:30 p.m.	Chavis Heights Health Center
2nd Tuesday	8:30 a.m. - 12:30 p.m.	Wake Forest Health Center
2nd Wednesday	12:30 p.m. - 4:30 p.m.	Wendell Town Hall
4th Wednesday	8:30 a.m. - 12:30 p.m.	Walnut Terrace Health Center
2nd & 4th Wednesday	8:30 a.m. - 12:30 p.m.	Fuquay Varina Health Center
1st Thursday	8:30 a.m. - 12:30 p.m.	Garner Health Center
4th Thursday	8:30 a.m. - 12:30 p.m.	Wake Forest Health Center

NURSE SCREENING CLINICS

1st Monday	8:30 a.m. - 12:30 p.m.	Fuquay Varina Health Center
1st Monday	8:30 a.m. - 12:30 p.m.	Chavis Heights Health Center
3rd Monday	8:30 a.m. - 12:30 p.m.	Wake Forest Health Center
1st Tuesday	8:30 a.m. - 12:30 p.m.	Wake Forest Health Center
1st Wednesday	8:30 a.m. - 12:30 p.m.	Wendell Town Hall
2nd Wednesday	8:30 a.m. - 12:30 p.m.	Walnut Terrace Health Center
3rd & 5th Wednesday	8:30 a.m. - 12:30 p.m.	Fuquay Varina Health Center
2nd Thursday	8:30 a.m. - 12:30 p.m.	Garner Health Center

HEALTH INSURANCE

At State graduate students on assistantships are not eligible for the Employee Health Insurance Plan. However, the Student Government has developed a plan with Blue Cross/Blue Shield which is highly recommended to all students. If you do not receive information about the plan in the mail or at a table in the Coliseum at registration, it is available at the Student Government Office (4th Floor, Student Center) or the Infirmary. Although the cost of this plan has increased substantially in the past couple of years, it is still attractive when compared with other private insurance plans.

SCHOOLS

A complete listing of elementary and secondary schools, day nurseries, and kindergartens may be found in the yellow pages of the Raleigh Telephone Directory. The original registration of your children in public schools should be done through the school in your neighborhood. In addition to the public schools, there are several private schools in the Raleigh area.

VOTING REGISTRATION

According to the Wake County Board of Elections, voter registration for graduate students can vary according to circumstances. To determine your eligibility, either call the Board at 755-6570 or go to Room 111 in the Court House on 316 Fayetteville Street. Voting or registration to vote is a factor in determining residence status for tuition purposes.

TAXATION

Questions concerning the taxability of assistantships frequently arise. GSA has printed a pamphlet explaining the general regulations for federal and state income tax and on local taxes you may be subject to. This pamphlet has been distributed to department representatives. If you cannot find it, please contact one of the GSA officers.

Some of the local banks provide free booklets to help you prepare your Federal and N. C. income tax forms. N.C.N.B., for one, has a very good one.

TUITION RATES

Out-of-state tuition and fees for seven or more credits is in excess of \$1,000 per semester. These rates also apply to all out-of state graduate students on assistantships. Relief in the form of in-state tuition rates (through a procedure called "certification for special talent") can be obtained for some assistantships. There are certain limitations on the waivers of out-of-state rates. If you are coming here on the assistantship, you may wish to verify with the head of your department that you will qualify for in-state rates this year and in subsequent years during your planned course of study. The number of special talent certifications are limited and are awarded on academic qualifications. There is a trend to award the special talent certification for one year during which the student is expected to establish North Carolina residency.

Out-of-state graduate students appointed to nine-month assistantships (i.e., fall and spring semesters) must pay out-of-state tuition when they register for summer session courses. If you teach during the summer you can get in-state rates during those sessions in which you teach.

The 1973 session of the North Carolina Legislature passed a new law regarding residency for tuition purposes. The student desiring to change from out-of-state to in-state tuition status must show that North Carolina is his permanent dwelling place of indefinite duration, as distinguished from a temporary place of abode. One can become a resident of N. C. after living here for 30 days. During this period of time he should:

1. obtain an N. C. Driver's license,
2. register his car in N. C. and obtain license plates,
3. list personal property for taxation,
4. establish membership in local chapters of professional associations, service or civic groups, churches, or other clubs, and
5. open savings and checking accounts in a local bank.

At the end of 30 days go to the Wake County Court House and register as a N. C. resident to vote. You must then live in N. C. for one year in order to become a resident for tuition purposes. You can, however, file for N. C. residency before this time.

The form for change of residency status can be obtained at the admissions office. The application will be reviewed by an admissions officer. Some of the criteria he will use in determining whether the student has, by choice, become a domiciliary of North Carolina are these:

1. Residing or not residing at the home of one's parents
2. Place registered to vote
3. Place where one has registered and/or licensed a car
4. Place where one files state income tax returns
5. Place where one lists personal property for taxation
6. Place where one spends substantial part of available vacation time (e.g. vacations)
7. Place of gainful employment
8. Place of membership in professional associations
9. Sources of financial support

This list is not inclusive and the decision may still go against you. We suggest you read the manual available at the admissions office and consult with other students who have been through the procedure in order to learn the fine points of gaining in-state status.

#### PUBLICATIONS OF INTEREST

Several invaluable booklets and brochures are available which will be extremely helpful to you in learning about this campus, the Raleigh community and various activities and services.

The North Carolina State University Bulletin, available in Peele Hall or the Student Center Information Desk, is a student handbook published by the University and contains general, academic, and University information, a campus map, and housing, services, and activities information; it includes information on Health Services, the Student Services Board, cultural programs,

athletics, student publications, religious activities, and campus organizations.

Public events of general interest in the Triangle Area of Raleigh, Durham, and Chapel Hill are printed in the Triangle Pointer, available at the New Student Center Information Desk and other locations in the area. This weekly publication also includes information on recommended dining establishments, places of entertainment, sightseeing, shopping guides, churches, civic clubs, exhibits, and other helpful information.

A Student Affairs Bulletin, known as the "Green Bulletin," is published each Monday and is distributed to the residence halls and the married student housing area. Students who live off-campus may obtain a copy at the Student Center, in Winston Hall, at the Library Circulation Desk, 162 Harrelson Hall, 232 Riddick Hall, or 111 Patterson Hall. It is also posted on the official University bulletin boards.

An activities calendar listing extracurricular events, meetings, and special activities is published on the reverse side of the "Green Bulletin."

The Technician, published Monday, Wednesday, and Friday is the student newspaper of the University. It should be consulted for information on events and activities of concern to students. It is available at several locations throughout the campus, including the Student Center.

There are two local newspapers: the News and Observer (828-1404), published mornings seven days a week; and the Raleigh Times (832-1404), published afternoons except Sunday. The Saturday Times contains a section listing all T.V. programming for the week, movies, and events of interest in the area.

A student locator service is located at the Student Center Information Desk, 737-3138.

#### OPPORTUNITIES FOR STUDENTS' SPOUSES

The Division of Continuing Education administers an afternoon and evening class program to provide educational opportunities for the mature occupied adult. Any student's spouse with a high school diploma may register as a special student. For more information call C. F. Kolb, Director of Curricular Activities, 737-2265.

Many of the departments at NCSU sponsor their own clubs for the families of faculty and students. The Graduate Dames, however, is a campus-wide organization for wives of graduate students and for female graduate students. Except for September and January, meetings are held the first Tuesday of each month at 7:30 p.m. in the Student Center. Speakers and demonstrations are geared for both American and foreign members, while community awareness, creative homemaking, and bridge provide other monthly activities. Picnics and other social events include husbands and families. For more information call Mrs. Brita Tate in the Program Office, 737-2451.

The Craft Center, located in the Frank Thompson Building, sponsors one of the most popular programs on campus for married students. Facilities are available for weaving, ceramics, woodworking, black-and-white or color

photography, and others. Instruction is offered in each of these crafts. You must obtain a pass (\$2/semester) for each section you use. A special brochure on the Craft Center Programs is available in the Student Center, or information may be obtained by calling the Director, C. W. Weiser, at 737-2457. The Craft Center is not open during the summer months.

A small library for students' families is maintained in King Village. Spouses of students are also eligible for regular loans from the D. H. Hill Library.

Mrs. Brita Tate, Program Advisor to married students, welcomes questions or suggestions concerning the facilities and programs, phone 737-2451.

#### MUSEUMS:

The North Carolina Museum of Art presents a series of special exhibits, 107 East Morgan Street, Raleigh. Open daily except Mondays.

The North Carolina Museum of Natural History has exhibits on natural history and resources of the state, 101 Halifax Street, Raleigh. Monday-Saturday, 9 a.m. - 5 p.m., Sunday, 2-5 p.m.

The North Carolina Museum of History houses exhibits dealing with the history and people of the state, 109 West Jones Street, Raleigh. Weekdays, 8 a.m. - 5 p.m., Sunday, 2-5 p.m.

The Museum of Life and Science in Durham has several interesting exhibits concerning the exploration of space, as well as animal exhibits and a nature trail.

#### THEATRES:

The Raleigh Little Theatre (821-3111) is located on Pogue Street near NCSU. It includes an amphitheatre, which seats 3000 people and a little theatre building which seats 300 people. The amphitheatre is used during the summer for vesper services, community sings, concerts, and plays; the Little Theatre performances are during the winter months. The Rose Garden surrounding the Little Theatre is worthy of an afternoon stroll. The Cinema, Inc., offers a series of old movie classics each year, and these are shown in the Little Theatre; call 755-5040 for more information.

The Village Dinner Theatre is located near the airport between Raleigh and Durham and offers a good meal plus a live theatrical performance by professional actors for about \$10 per person.

Thompson Theatre is student oriented and maintained. Each production has opportunities for new student talent and "old theatre hands." Each production is open to new actors and technical crew and staffs. Several productions are held during the year with students usually admitted free upon presentation of ID and registration card. Call 737-2405 for more information.



## TELEVISION:

Channel 4 (Chapel Hill) -- University Educational Television  
 Channel 5 (Raleigh) -- ABC  
 Channel 11 (Durham) -- CBS  
 Channel 28 (Raleigh-Durham) -- NBC

Cablevision is available for \$7 per month after a \$15 installation charge. In addition to the local stations listed above, TV stations in High Point, Greensboro, Greenville, and Washington, NC, are carried. Call 833-8619 for information.

Channel 5 sponsors a service named Call For Action at 832-7578. Between 11 a.m. and 1 p.m. on weekdays volunteers man this phone and will help newcomers to the Raleigh area by providing answers to questions and will attempt to give help with problems you may have in getting settled, etc.

Approximately 25 public and semi-public park areas are maintained in and around Raleigh. The most noteworthy of these is William B. Umstead State Park, located between Raleigh and Durham. It is accessible from US 70, NC 50, and Blue Ridge Road, near the State Fair Grounds. It offers many excellent outdoor recreational facilities and educational opportunities. Facilities are available for group camping, family camping, picnicking, boating, fishing, and nature study. An extensive system of nature and hiking trails runs throughout the park. For camping and picnicking reservations call 787-3033.

Fishing and boating may also be enjoyed at Lake Johnson and Lake Wheeler, both Municipal water supply lakes. Lake Johnson is located on Avent Ferry Road just south of Raleigh, and it includes a nature preserve with trails. Lake Wheeler is on Lake Wheeler Road, 5 miles SW of Raleigh. Boating and fishing facilities are open from 6:15 a.m. until 8:30 p.m., Monday through Saturday and from 10:00 a.m. until 8:30 p.m. on Sundays. During the winter months, these hours vary considerably. For more information call 772-1173.

Pullen Park, with picnic areas, children's playground, rides, and a swimming pool, adjoins the east campus.

Other worthwhile places to visit include:

- a. N. C. Botanical Garden, Laurel Hill Road, south on NC 54 near Chapel Hill, open daily 8 a.m. to 5 p.m.
- b. WRAL-TV Gardens, Western Blvd. opposite campus; azaleas, particularly nice in the spring.
- c. Duke Gardens, on Duke University campus in Durham.
- d. Morehead Planetarium, on UNC campus in Chapel Hill.
- e. The N. C. General Assembly, Legislative Bldg. (a few blocks south of the Capitol) in Raleigh; House, Senate, and committee meetings are all open to the public.

f. The North Carolina Zoological Park in Asheboro is near completion but has some interesting exhibits.

Camping equipment (i.e., tents) may be borrowed from the Student Center Program Office. Three to four week's advance notice is required.

#### STUDENT CLUBS AND ORGANIZATIONS

There are many clubs and organization with varied and diverse interests and activities open to graduate students. The following is only a partial listing of the clubs. The Department of Student Development (737-2444) has a complete listing and names of persons to contact about each of the clubs.

Alpha Phi Omeag (service fraternity)	Power Volleyball Club
Amateur Radio Club (W4ATC)	Rugby Club
Bowling Club	Sailing Club
Chess Team	Scuba Club
Circle K Club (Student Kiwanis)	Skeet Club
Dance Club	Social Work Club
International Folk Dance Club	Sports Car Club
Outing Club	Bicycle Club
Politics Club	University Players
	YMCA

Since there are no music majors on campus, the various organizations and activities are open to any regularly enrolled student. Graduate students are especially invited to participate in the various Musical Organizations. Placement is made according to the abilities and interests of the individual student. The following is a brief description of the various Musical Organizations:

**Orchestras** -- A wide range of orchestral music is read and performed. Placement in the North Carolina State University Symphony Orchestra is according to individual interest and ability. Several concerts are presented each year on and off campus providing an opportunity to coordinate musical efforts with professional musicians, recognized locally and nationally. Provisions are made for those with an interest in string quartet and other small ensemble experience.

**Choral Groups** -- The Varsity Men's Glee Club, the University Choir, the Women's Chorale, the University Singers and the Madrigal Singers make up the five choral divisions. Placement in an organization is made according to the student's abilities and interest. These groups present concerts each year, both on and off campus, as well as making radio and television appearances, recordings, tours and providing small ensembles for special occasions.

**Bands** -- The Symphonic Band, the Fanfare Band, the Brasschoir Band and the Marching Band make up the four divisions of the N. C. State Bands. Each band serves a specific purpose and assignments are made according to individual interests and abilities. The Symphonic, Fanfare and Brasschoir Bands are concert organizations, with the Symphonic Band having the most rigid requirements.

NCS Pipes and Drums -- Students may learn an instrument known to many of North Carolina's early settlers and represent the university through a unique and distinctive medium, the NCS Pipes and Drums. The organization performs several times throughout the year at university and community functions. Pipes, drums, and the equipment are furnished. No piping experience is necessary.

#### ALUMNI ASSOCIATION

The NCSU Alumni Association, located in the Alumni Building at the corner of Pullen Rd. and Yarbrough Dr., offers services to the University and to the student body, as well as to alumni, as its name implies. Among the programs designed for the current University community are: student scholarships, teaching professorships, a student loan fund, and financial aid to various student groups. Alumni tours are also offered on a regular basis and are open to students as well as to alumni members. Students and their guests are invited to participate in coffee hours held after each home football game in the A. E. Finley Field House at Carter Stadium. Campus groups are welcome to use the Alumni Memorial Room for meetings and special functions.

After graduating, the new alumnus receives a year's free membership in the Alumni Association and a wallet-size miniature of his/her diploma. Membership in the Association includes receiving alumni publications such as the Stater, a bi-monthly magazine; "Briefly Speaking," a twice yearly flyer; and "Sportsletter," a seasonal weekly sports flyer aimed at keeping out of town alumni up to date on State sports. The Alumni Association also keeps current addresses for most of State's 43,000 alumni, sponsors alumni club meetings around the state and the country, and helps organize class reunions and other special alumni functions. For further information, drop by, or phone 737-3375 weekdays from 8 a.m. - 5 p.m.

#### SPORTS

N. C. State has outstanding varsity athletic teams in many sports. Sporting events are announced in the Technician and are posted around campus. Tickets for football and basketball games must usually be picked up in advance according to a rotating priority system. Students should check with the Coliseum Box Office early to learn the dates chosen for ticket distribution. The following is the 1976 home football schedule:

September 4	Furman	7:00 p.m.
18	East Carolina	7:00 p.m.
25	Michigan State	7:00 p.m.
October 9	Maryland	1:30 p.m.
23	Clemson	1:30 p.m.
November 13	Duke	1:30 p.m.

ENTERTAINMENT

The Student Center sponsors a number of programs, of which the Friends of the College concerts are especially noteworthy.

Friends of the College, 1976-77 Concert Series:

October 8, 9	North Carolina Folk Festival
October 22, 23	The Orchestre De Paris
November 4, 5	Naughty Marietta
January 21, 22	Osipov Balalaikra Orchestra with Stars of the Belsoi Ballet and Belshoi Opera
February 5, 6	St. Hedwig's Cathedial Choir
March 24, 25, 26	The Houston Ballet
April 22, 23	Monte Carlo National Orchestra

These events are free for students and one guest with student ID and registration card.

The Student Center also sponsors the Stewart Theatre series which includes jazz, dance, musicals, film festivals, and the theatre.

Movies are shown in the Stewart Theatre throughout the school year. Most of these are free upon presentation of the student ID, for some movies there will be a small admission charge. Watch the Student Activities Bulletin, Activities Calendar and Technician for notices for these events.

LAWRENCE IVES  
105 COX HALL  
NCSU  
JUNE 8, 1976

6/9/76

*file*

DEAN JOHN POOLE  
STUDENT DEVELOPMENT  
214 HARRIS HALL  
NCSU

DEAR DEAN POOLE,

I THOUGHT YOU MIGHT LIKE A COPY OF OUR LAST  
NEWSLETTER. I SHALL PUT YOU ON OUR MAILING LIST SO  
THAT YOU WILL RECEIVE ALL FUTURE EDITIONS. THANKS  
AGAIN.

SINCERELY,

*Lawrence Ives*

LAWRENCE IVES

GRAD. STUD. ASSOC.

4/9/6

# Graduate Students Assoc. NEWSLETTER

Spring, 1976

President  
Bill Huff  
223 Scott Hall  
Ph. 737-2623

Vice President  
Lawrence Ives  
105 Cox Hall  
Ph. 737-2512

Secretary  
Don Johnson  
4301 Gardner Hall  
Ph. 737-2833

Treasurer  
Art Grube  
Economics  
Ph. 737-2617

TAXATION OF RA'S: The GSA has learned that the IRS is planning a crack-down on the RA exemption. After we won the RA case last year it was thought that a precedent had been set; however, this is obviously not the view of the IRS. Further court action is planned in the way of a class action suit on behalf of a number of graduate students on this campus. It is hoped that this will lead to a final and definitive ruling. Any RA who is being audited or has received notification that their return is under investigation is urged to immediately contact either Bill Huff at 737-2623, or Lawrence Ives at 737-2512.

\* \* \* \* \*

REMISSION OF TUITION-SPECIAL TALENT: The funds for remission of out-of-state tuition are being rapidly depleted. Approximately 50 new students will get special talent certification next year. This will create problems for many new students who no not receive the certification. Applications for residency are available at Peele Hall.

\* \* \* \* \*

HOUSING: Housing surveys were distributed during February to graduate students in all departments. Please fill these out and return to Karen Kuenzel at 428 Williams Hall as soon as possible. Information will be available to all graduate students who are moving in the Raleigh area. It will enable the GSA to isolate undesirable situations and also act as a source of information on upcoming vacancies. This could become a great help to graduates moving in the area. Additional forms may be obtained from the secretary.

\* \* \* \* \*

TRAVEL FUND: The travel fund is up for refunding this semester. One thousand dollars (\$1,000) has been obtained from Student Government and the GSA plans to seek additional funding from the Graduate Administrative Board in addition to its own appropriation. The travel fund proved to be very successful during its trial year with the entire original appropriation of \$3,000 being distributed. The GSA hopes to expand the program if additional financial support can be obtained.

Up to \$200 is available to students presenting papers at professional meetings. Applications must be made by the first day of the month prior to the one of the meeting. Applications should be made to John Doer, 223 Scott Hall, ph. 737-2623.

\* \* \* \* \*

REFUNDS: Mr. Styons at the Business Office will be supplying the GSA with a print-out of the number of fee-paying graduate students in every department each semester. This will eliminate the need for lists of students from the individual departments. Local organizations will still need to make a written request to the treasurer for their funds.

Several departments still have not formed local organizations and are thus not eligible for the refunds. These departments need to write a constitution and submit it to the Judicial-Legislative Committee of the GSA before their organization will be recognized. Further information may be obtained from any of the officers of the GSA.

\* \* \* \* \*

NON-ACADEMIC FEES: A committee has been formed to investigate the non-academic fees paid by graduate students. It is hoped that efforts can be made to give students some options in the fees they pay. Anyone interested in working on the committee should contact Fred Rubin at 737-2205.

\* \* \* \* \*

ATHLETIC FACILITIES: Willis Casey has supplied the GSA with a schedule of when athletic facilities will be in use by athletic teams and thus not available for general use. The GSA will compile this information and distribute it to the local departments. The GSA wishes to thank Mr. Casey of the Athletic department and Dr. Drews of the P.E. department for their assistance in this effort.

\* \* \* \* \*

CONSTITUTION: A new GSA constitution has been adopted which creates the positions of secretary and treasurer in addition to several standing committees. The committees are Housing, which will be responsible for the distribution and processing of the housing surveys; Judicial-Legislative, which will review the constitutions of the local organizations; and Publicity, which will be responsible for the distribution of all information pertinent to the graduate students.

\* \* \* \* \*

Unless otherwise indicated, questions or comments concerning this Newsletter should be directed to Lawrence Ives at 737-2512.

\* \* \* \* \*

The GSA would like to express its appreciation to the Alumni Affairs Office for their assistance in the preparation and printing of this GSA Newsletter.

WELCOME NEW GRADUATES

New Graduate Information, 1974-75

The Graduate Student Association of North Carolina State University has compiled this brochure in the hope of helping you to get settled into the University community. From past experience it is reasonable to assume that problems and questions will arise in the coming months. Our goal is to answer some of these questions and to provide you with names and places to go for assistance. If problems arise for which you need additional help, or which you think should be brought to the attention of other students, please contact either your departmental representative to GSA or one of the GSA officers listed below:

President: Al Burkart, 1120 Burlington, 737-2320  
Vice President: Max Hurlocker, 1 Clark Labs, 737-2551  
Clerk: Rion Causey, 2114 Burlington, 737-3352.

The secretary to the head of your department should know the name of your department's representative to GSA.



The Graduate Student Association functions as a voice for graduate students in dealing with problems concerning graduate education. Continuing projects of GSA include this booklet, a tax information booklet, maintenance of a typing list, and the graduate teaching awards program. This past year the GSA concluded a lawsuit against the University on the issue of classification of students as resident or non-resident for tuition purposes, and we hope our lobbying was partially responsible for getting a modification of the previous residency law passed by the 1973 session of the N. C. General Assembly.

All graduate students are invited to attend our meetings which are held in room 3533 Gardner Hall on the Second Monday of each month at 7:30 p.m. By taking an active part in GSA, you will become more knowledgeable of the workings of the Graduate School. You will find GSA meetings to be an informative forum for your administrative and academic problems.

GSA encourages your participation in Student Government. There are ten Graduate School Senators elected in the fall of each year. Representation of graduate students is extremely important. Please consider running for one of these offices and, in any case, get out and vote!

There are also several University committees which vitally need graduate representation. Some of these are: Career Planning and Placement Advisory, Counseling Center Advisory, Library Advisory, and Scholarship and Student Aid Advisory. If you have an interest in serving on a University committee, please contact your departmental GSA representative.

The typing list referred to above is a list of names of persons in the area who have expressed interest in typing reports, papers, dissertations, etc. These lists are periodically distributed to the departmental representatives. While it would not be proper for GSA to recommend typists, we welcome comments from anyone using their services. If you want more information about the typing lists please contact your departmental GSA representative.

#### Some General Academic Suggestions

You may find yourself under pressure in the coming weeks to select your advisory committee and decide on your course schedule for the rest of your stay at N. C. State. These are two of the most important administrative decisions for a graduate student. We caution you to make them carefully and slowly. It is recommended that you wait at least until the middle of the second semester before choosing a committee or deciding on a formal program of study, and then only if you have had an opportunity to discuss it in depth with other graduate students in your field and your major professor or graduate administrator. It is much easier to make changes in your program before, rather than after, it is formally submitted to the Graduate School. The choice of your committee is of particular importance since professors vary considerably in their research activities, standards for graduate degrees and personalities. In the end, it is the individuals on your committee who decide if and when you receive your degree.

Infrequently, student-advisory committee relationships develop which are not beneficial to the continuation of a graduate program. In order to avoid such a possibility, students are urged to maintain a periodic and frequent communication with their major advisor and committee members. Keep them posted on

how your research is progressing. If extreme difficulties do arise, you should be aware of the possibility, although rarely used, of changing your advisory committee. (See amended policies at the end of this section.)

So, again let us emphasize, utilize the experience of the veteran graduate students in your department or other departments. Seek their advice on the courses and faculty you are considering. Ideally, the decisions concerning your graduate studies should come from you, and the accumulated experience of other graduates can be an important input for your decisions.

It should be noted that the rules, regulations and course descriptions specified in the Graduate Catalogue may not always be complete or correct. Before making any major decision based on the catalogue, consult with other graduate students or faculty. Also, it is impossible to keep course descriptions up to date; and again, fellow graduates can provide wise insight for what a particular course is about and how it is taught.

The following changes in the Graduate School policies were adopted too late to be included in the new Catalogue. Please study them carefully.

#### 1. APPOINTMENT OF ADVISORY COMMITTEE

##### For Master's Students

Before completion of half of the course work required in program of work, an Advisory Committee of three or four faculty members, one of whom represents the minor field, will be appointed by the graduate dean after consultation with the department head (or departmental graduate administrator). A plan of work will be prepared by the Advisory Committee in consultation with the student and submitted in quadruplicate to the Graduate School prior to the completion of half of the coursework required in the program.

##### For Doctoral Students

An Advisory Committee of at least four members is appointed as soon as possible after completion of 12 hours of work in the contemplated program.

A plan of work is prepared by the Advisory Committee in consultation with the student and submitted in quadruplicate to the Graduate School as soon as possible after 12 hours of work in the contemplated program of work has been completed.

#### 2. EVALUATION OF RESEARCH PROGRESS: THE ROLE OF THE GRADUATE ADVISORY COMMITTEE (For M.S., M.A. and Doctoral Students)

The Graduate Advisory Committee is strongly encouraged to take a very active role throughout the student's program of graduate training to (1) provide an intellectual climate for optimal research and scholarly accomplishment, and (2) detect difficulties in research performance, methodology or philosophy so that remedial action may be taken as soon as such difficulties become evident.

The completed and approved thesis constitutes the sole criterion for meeting the research requirements for the degree. However, the Graduate Advisory Committee and the student are encouraged to meet in formal sessions at appropriate intervals to critically assess the student's progress with regard to his thesis research. Such meetings may be requested by the student or any member of his committee. If adequate research progress is not evident, the Graduate Advisory Committee has the obligation to clearly specify their reasons for concern and to stipulate the performance expected. Records of the evaluation of the student's progress and the stipulations made by the Committee will be maintained in the student's departmental file and a copy will be provided to the student. Should two successive evaluations indicating unsatisfactory performance be made by the Committee, the Dean of the Graduate School is notified and he or his designated representative shall examine the reasons for the unsatisfactory performance and make appropriate recommendations to the Chairman of the student's Advisory Committee.

3. CHANGING ADVISORS OR GRADUATE PROGRAM AT THE REQUEST OF THE ADVISEE

Occasionally, circumstances may be such that a graduate student will feel that a change of advisor or graduate program would better serve his educational objectives and goals.

Procedure for requesting a change in advisors within the same graduate program is as follows:

- a. The graduate student consults with a new advisor of his choice to determine if the advisor will accept him as an advisee. (Under these circumstances it is advisable to inform the department head or graduate administrator of his plans).
- b. The Student shall then request the change in writing to the department head or graduate administrator, who shall consult with all involved parties prior to making a formal recommendation to the Dean of the Graduate School.
- c. If the recommendation is endorsed, the Graduate Dean shall notify all parties concerned that the change in advisors is made. Should the Dean decide to disapprove the recommendation, he will provide reasons for his disposition of the matter.

Procedure for requesting a change in graduate program is as follows:

- a. The graduate student should consult with the department or graduate administrator of the graduate program to which he wishes to transfer to determine if they are willing to recommend his admission to the new program.
- b. After appropriate notification and discussion with department head of the department to which he was originally admitted, the department head or graduate administrator of the accepting department should recommend in writing to the Dean of the Graduate School that the student be granted admission to the new graduate program, with a copy to the department head or graduate administrator of the program from which the student is transferring.

- c. If the recommendation is endorsed, the Graduate Dean shall notify all parties concerned that the change in program is made. Should the Dean decide to disapprove the recommendation, he will provide reasons for his disposition of the matter.

When a change of advisors or graduate program is made, the following is understood:

- a. All financial support (assistantships, traineeships or fellowships) arranged for or granted by the former advisor and/or department shall be discontinued unless the former advisor and/or department wishes to recommend otherwise. Request for Certification for Special Talent must be submitted for any change in appointment.
  - b. If a graduate student holds an appointment, timely notice must be given by the student to allow minimal disruption of ongoing programs (e.g., it is expected that teaching and research obligations will be fulfilled, if desired by the former department, until such time as the department can make alternative arrangements.).
  - c. A new or modified plan of work should be prepared and forwarded to the Graduate Office.
4. RESOLUTION OF PROBLEMS ENCOUNTERED BY THE GRADUATE STUDENT

Communications between the student and the faculty normally pass through the Chairman of the Advisory Committee and its members. If, from time to time, matters arise which cannot be resolved by Student-Committee interaction, they may be brought to the departmental graduate administrator, or alternatively to the department head in those instances where departments have not appointed a graduate administrator.

Most schools now have active School Graduate Study Committees which meet regularly to deal with graduate policy matters of particular interest to the School. If students have problems which are not readily resolved by the departmental graduate administrator or the department head the matter can be brought to the attention of the School Dean or alternatively and when appropriate to the Chairman of the School Graduate Studies Committee who may attempt to resolve the problem personally or choose to have the matter considered by the Committee.

Should the School Graduate Studies Committee fail to resolve the problem, it may bring the matter to the attention of the Dean of the Graduate School who may resolve the matter or bring it to the attention of the Administrative Board of the Graduate School, counseling with the appropriate Dean.

If the problem is of such seriousness that termination of the graduate program is being considered the student will be sent a letter of notification and advised of his right to due process.

5. POLICIES AND PROCEDURES FOR TERMINATION OF A GRADUATE PROGRAM

Reasons for termination of the graduate program shall be for due cause such as:

Written Preconditions. Failure to meet written preconditions of admission to the particular degree program or failure to meet specific requirements as outlined in the graduate catalogue or otherwise supplied to all students shall be cause for termination of the graduate program by the Dean of the Graduate School.

Inadequate Performance in Graduate Courses Taken. A student's program may be terminated at such time as it becomes unlikely that the program can be completed with a "B" average or better. This decision is arrived at and jointly made by the Graduate Dean and the student's advisory committee, if a committee has been appointed. If a committee has not been appointed, the decision to terminate a program is made by the departmental graduate administrator (or department head) and the Graduate Dean.

Inadequacy in Research Performance. Continued inadequacy in research performance, failure to maintain adequate research records or to make such reports of progress as are expected. (Please refer here to "Evaluation of Research Progress.")

If two successive evaluations of the student's Advisory Committee indicate unsatisfactory progress, the Committee may recommend termination of the program at this point or notify the Dean of the Graduate School requesting that he or his designated representative inquire into the reasons for the unsatisfactory performance and make appropriate recommendations to the Chairman of the Student's Advisory Committee.

Should any graduate student whose program has been terminated (or is about to be terminated) feel that his has been unjustly treated, he may request a hearing before a Graduate School Grievance Committee as constituted below:

Grievance Committee of the Graduate School. A Grievance Committee composed of students and members of the Administrative Board of the Graduate School will act on reasonable complaints from graduate students who feel that they have been unjustly or unfairly treated in some phase of their graduate activities within the University. Students are encouraged to exhaust alternative means of resolving their problems through the Chairman of the Advisory Committee, the Advisory Committee, Departmental Graduate Administrator, Department Head, School Graduate Studies Committee or School Dean. If, after going through these stages, the student still feels that he has a legitimate complaint, he may request a hearing before the Grievance Committee of the Graduate School.

Three graduate students selected by the Graduate Student Association and three members of the Administrative Board appointed by the Dean of the Graduate School will constitute the voting membership of the Grievance Committee. Students selected may not be from the same department as the aggrieved student and at least two of the Board members appointed must be from a different school. Grievance hearings will be chaired by one of the three Board members (selected by mutual agreement among the three.)

The student having a grievance is expected to write to the Graduate Dean explaining the nature of his grievance and requesting a hearing before the Grievance Committee of the Graduate School.

When the Grievance Committee has completed its study of the particular grievance and conducted a hearing with the student, it will then make a recommendation as to disposition of the case to the Administrative Board of the Graduate School. The Board may then accept the recommendation(s) of the Grievance Committee; or, if it wishes, conduct further hearings on the matter, involving the student and/or faculty members involved, before reaching a decision.

### Registration Procedure

1. The most important thing that should be completed before registration is a conference with a department advisor to decide on a class schedule for the up-coming semester.
2. Specific information on registration procedure is sent by mail to incoming students. Call the Registrar's Office (737-2572) if questions arise which your advisor, or the other graduate students, cannot answer.
3. When you have completed registration, be sure you have completed the following:
  - a. Cleared your bill through the Business Office (Holladay Hall);
  - b. Received a registration card;
  - c. Received an ID card with your picture; this can be completed in the Coliseum; if you wait until after the designated time for obtaining this card, it will cost you \$5 to do so;
  - d. Have a class schedule with you;
  - e. Registered any vehicle -- automobile, motorcycle, or bicycle -- that you will operate on campus.

If you fail to accomplish any of these in the Coliseum at registration, do them as soon as possible.
4. With the new computerized registration procedure graduate students may complete their registration by mail if they have pre-registered the previous semester. While this does not help you in your first semester here, it can save you a lot of time standing in line in subsequent semesters.
5. In order to receive GI Bill benefits veterans must register each semester with the Office of Veterans Affairs in room 4 of Peele Hall or in the Coliseum during registration. To be classified as a full-time student you must be registered for nine semester hours, or three semester hours during the summer session.

### Cashing Checks and Banking

Checks for amounts up to \$30 may be cashed at the Student Supply Stores with a driver's license or University ID card for identification. Checks up to

\$25 may also be cashed at the Student Center in the Business Office during office hours. After 5 p.m. the limit is \$5 at the Information Desk. It is unlikely that any of these will accept checks during the last two weeks of a semester.

The Student Bank is located in the University Business Office in Holladay Hall. Four major banks have branch offices across Hillsborough Street from the campus, and many university people find them convenient places to do their banking. These banks are:

North Carolina National Bank, 2508 Hillsborough Street  
 Branch Banking and Trust, 1806 Hillsborough Street  
 Wachovia Banking and Trust, 2600 Hillsborough Street  
 Bank of North Carolina, N.A., 2802 Hillsborough Street

### Maps

Available at the information desk of the New Student Center are campus maps and various pamphlets of interest. Street maps of Raleigh are available at the Chamber of Commerce, 411 South Salisbury Street, the Village Pharmacy in Cameron Village, the Wachovia Bank at 2600 Hillsborough Street, or North Carolina National Bank at 2508 Hillsborough Street.

### Transportation

Raleigh-Durham Airport is located ten miles west of Raleigh just south of Highway 70. It is served by Eastern, Piedmont, Delta, and United Airlines. Information should be obtained by phoning the respective airlines.

The Greyhound bus terminal is located at 314 West Jones Street downtown, 828-2567, and Carolina Trailways at 217 West Morgan Street downtown, 832-5536.

There are "Want Rides" and "Want Riders" boards in the Erdahl-Cloyd wing of the D. H. Hill Library.

### Housing

There is a severe housing shortage on and near the campus area. If you have not received an assignment in a dormitory or married students' housing, it is too late to obtain one. The Housing Office in the basement of Leazar Hall may be able to help you locate off-campus housing. It would be wise to check various bulletin boards around campus, especially those in the New Student Center and the Erdahl-Cloyd Wing of the D. H. Hill Library. Ads in local newspapers are about the only other source of immediate openings for housing. The Chamber of Commerce on South Salisbury Street also has a general listing of apartment complexes in the Raleigh area.

### Postal Services

The State University Station of the postal service is located at 10 Horne Street, across Hillsborough Street from campus near Patterson Hall.

Other nearby post offices are located in Method (West Raleigh) and on Oberlin Road across from Cameron Village Shopping Center. The Main Post Office is in the Federal Building at 310 New Bern Avenue.

### Utilities

If you rent an apartment where utilities have to be turned on, the following steps may be helpful.

1. Water: The City of Raleigh will not turn on the water until a deposit of \$6.96 is paid for service inside the city. For service outside the city, the deposit is \$14.84. This deposit may be mailed or taken in person to the Water Service Department, City of Raleigh, 110 South McDowell Street, 755-6790. For your convenience, there is a drive-in window.
2. Electricity: Call Carolina Power and Light Company (834-3531) to have the electricity turned on. There is a basic charge for new customers of \$2 which will probably appear on your first bill. Deposits up to \$60 are required of all new customers.
3. Telephone: If your apartment has a phone already, there is a \$12 charge for starting your service. If there is not a telephone, there is a basic fee of \$15 for installation of phone service. These fees appear on your first bill. Call Southern Bell (828-1011) to arrange for phone service.
4. Natural Gas: For service, contact the Public Service Company of N. C., 833-6641. There is a \$5 deposit for range, \$10 for water heater, \$15 for heating or combinations of above.
5. Heating Oil: Due to last winter's difficulties, it would be wise to check with previous owners/renters for a possible supplier.

### Motor Vehicles

1. The main office of the Department of Motor Vehicles is located at 1100 New Bern Avenue, on the east side of Raleigh. If your vehicle is legally registered in another state, and you are NOT planning to establish residence for tuition purposes, you, as a student, do not have to obtain a N. C. registration. In order to register a car in the state, you must possess a title to your vehicle and a minimum of \$15,000-30,000-5,000 liability insurance coverage. If the insurance company you are presently with is not licensed to do business in North Carolina, you will have to change companies. There is only a single rate scale in North Carolina. (The above requirements also apply to motorcycles.) Registration fees vary according to the class of vehicle; all passenger vehicles are \$13 for license, plus one dollar for a driver education fee and one dollar for a transfer of title. For specific information, the Department of Motor Vehicles may be contacted at 829-3025 or 829-3043. If you register your car in North Carolina, you must also get a North Carolina Driver's License.
2. In addition to the state registration fees, if you live within the city limits of Raleigh or one of the near-by communities, you are responsible for buying a \$1 city tag at the appropriate city hall. This applies to motorcycles as well as cars. In Raleigh such tags are obtained from the Municipal Building, 110 McDowell Street and may be purchased at the Drive-In window there. Car registration will count in your favor if you plan to establish residence for tuition purposes.



3. A further requirement for vehicles registered in the state is that they must have a safety inspection within 10 days of initial registration and be reinspected yearly thereafter. There are many garages in the area authorized to make such inspections for cars; motorcycles must be inspected at an authorized motorcycle shop. There is a \$2 fee for this inspection.
4. Examinations for drivers' licenses include a written test and sometimes a driving test (at examiner's discretion if you have a valid license, required otherwise). The application fee for a N.C. driver's license is \$3.25, and it is valid until the driver's birthday in the fourth year after issuance. As long as you hold a valid driver's license from another state and your vehicle is registered out of state, you do not need a N. C. license. However, if you switch your vehicle registration to N. C., you must obtain a N. C. driver's license. Examinations are given at the Dept. of Motor Vehicles at 1100 New Bern Avenue and at 1831 Blue Ridge Blvd. (near the State Fair Grounds off Hillsborough Street), and booklets of regulations to prepare for the test are available at both locations.
5. Construction has decreased the parking space available on campus, but a parking deck is now being built to help alleviate the problem. However, this fall parking space will be very scarce, and only a limited number of on-campus parking stickers are being sold. Since a parking sticker does not guarantee you a space convenient to the main part of campus (or even a space anywhere), we strongly recommend that you park off campus, if at all possible. If you do elect to purchase a sticker, the cost depends on whether you are student, staff, or faculty, and where you park:

\$35/year	Commuter
\$35/year	Resident
\$15/year	Fringe Parking
\$10/year	McKimmon Village and Fraternity Court
\$10/year	Motorcycles
\$5/year	Second Vehicle

These stickers can be purchased during registration or at the Traffic Records Office, Room 100, Coliseum, 737-2120, 737-3269.

For information concerning on-campus parking contact the visitor information kiosk on the east end of campus or the Safety and Security Office, Room 101, Fieldhouse, 737-2157.

Motorcycles are not allowed on North campus during the day.

6. Bicycles used on campus must be registered. There is no charge. This may be accomplished in the New Student Center on the fourth floor.

In North Carolina, bicycles must obey all the traffic rules of any other vehicle. Bicycles must be equipped with a noisemaker and, for night riding, lights and reflectors.

There has been a great deal of bicycle thievery on campus, so always secure them to an immovable object with a heavy chain and lock.

#### 7. Basic speed laws:

On campus -- 15 m.p.h., and pedestrians always have the right-of-way.  
 Business district -- 20 m.p.h.  
 Residential area -- 35 m.p.h.  
 Open Highway -- 55 m.p.h., unless otherwise posted.

#### Emergency Phone Numbers

Raleigh city emergency, fire, police, rescue -- 829-1911 (Wake Emergency Communications Center).

Campus police -- 737-3206, 737-3207.

#### Medical Facilities

Except in cases of extreme emergency, most health problems should be referred to the Student Infirmary in Clark Hall (737-2564). The medical fee paid by each full-time student entitles him to Infirmary services, however, a student's family is not eligible. The Infirmary maintains 60 beds, first aid, laboratory, and x-ray facilities. During regular sessions the University physicians hold sick call each weekday from 8:00 a.m. to 5:00 p.m.; Saturday morning at 9:00; Sunday at noon; and are on call 24 hours. First aid treatment and hospitalization are supposed to be available to the student at any time, except for some holidays. When the infirmary is closed, the phone number listed above will be answered by campus security who will give the number of the doctor on call.

The University Infirmary does not provide for major surgery, private nursing, off-campus hospital care, or the services of a dentist or other medical specialist. Students are referred to local specialists or advised to return home to their family physician; a "referral" usually consists of pulling a name out of the phone book, and the doctor may not even be accepting new patients. The University is not responsible for surgical or other specialists' fees. Students who are hospitalized in the Infirmary are billed a minimal amount for meals.

For other members of your family, there are numerous private doctors in the area, but very few of them will accept new patients. General practitioners, gynecologists, and dentists are particularly hard to find, and if you do find one with an opening for a new patient it will probably be for two or three months away. Raleigh residents without family physicians generally go to the various hospital Emergency Rooms for routine medical problems, with the result that even bona fide medical emergencies must wait several hours for treatment at those facilities. In addition, if you or your dependent should be ill or injured enough to require hospitalization, most hospitals will not admit a patient until proof of financial responsibility is provided, either hospitalization insurance or some sort of bond.

The main area hospitals are:

Wake County Memorial Hospital, 3000 New Bern Avenue, 755-8000.  
 Rex Hospital, 1311 St. Mary's Street, 828-6211  
 Mary Elizabeth Hospital, 1100 Wake Forest Road, 832-2028.

By becoming a member of the Wake County Blood Procurement Program, Inc., one can obtain all blood required for transfusions by the member and family dependents (as defined for Income Tax purposes) at no cost. Membership is achieved by donating or pledging to donate, one pint of blood each year, when called. There is a 30-day waiting period between signing an application and the effective date of full benefits of membership. Call Rex Hospital at 828-6211, Ext. 255, for an application and/or further information about the PLAN.

The Triangle Health Plan is available for students' families. This is a subscription health care program costing from \$7 to \$15 per month. There are two clinics operated under this plan in the Raleigh area. For more information, contact Phillip Weaver in the Counseling Office, 213 Peele Hall, or contact GSA. Health insurance is required for subscribers.

The School of Dentistry Clinic at UNC-Chapel Hill is operated by dentistry students under the supervision of the School of Dentistry Faculty. Patients are selected by application to the School of Dentistry. Fees are designed to cover the material costs only.

The Wake County Dept. of Health, 3010 New Bern Avenue, 755-6107, sponsors several free clinics (at the Health Department) which may be useful to graduate student families:

Immunization Clinic: Monday-Friday, 9-11:15 a.m. and 12:30-4:30 p.m.

Blood Tests: Monday, Wednesday, Friday, 12:30-4:30 p.m.

Baby Clinics: Tuesday, 10 a.m. (by appointment)

A Wake County Health nurse visits 3052-A Woods Place in Method Housing Development (Rich Park) on Wednesday afternoons at 2 p.m. Free immunizations and advice on baby and child care are available to all married students. Other services at this same address include:

Family Planning Clinic: held every fourth Wednesday at 6:30 p.m.

Pap Screening Clinic: held each second Tuesday at 9:00 a.m.

Calling for an appointment is recommended for services other than immunization and blood tests.

A counseling center in 210 Peele Hall (737-2423) is open to all N. C. State students. Students who are faced with personal or emotional problems are encouraged to make use of the professional counseling, marriage counseling, group therapy, and psychiatric diagnostic services available at the center. Appointments should be made.

### Health Insurance

At State graduate students on assistantships are not eligible for the Employee Health Insurance Plan. However, the Student Government has developed a plan with Blue Cross/Blue Shield which is highly recommended to all students. If you do not receive information about the plan in the mail or at a table in the Coliseum at registration, it is available at the Student Government Office (4th Floor, New Student Center) or the Infirmary. Although the cost of this plan has increased substantially in the past couple of years, it is still attractive when compared with other private insurance plans.

### Schools

A complete listing of elementary and secondary schools, day nurseries, and kindergartens may be found in the yellow pages of the Raleigh Telephone Directory. The original registration of your children in public schools should be done through the school in your neighborhood. In addition to the public schools, there are several private schools in the Raleigh area.

### Voting Registration

According to the Wake County Board of Elections, voter registration for graduate students can vary according to circumstances. Generally, you must be a resident of the state for 30 days before the election, and you must intend for your current address to be your legal domicile; you are required to fill out a questionnaire and sign an oath to this effect. To determine your eligibility, either call the Board at 755-6570 or go to Room 111 in the Court House on 316 Fayetteville Street. Voting or registration to vote is a factor in determining residence status for tuition purposes.

#### Elections:

##### 1. State and National:

Primaries -- First Tuesday in May every two years.

General Elections -- Tuesday after the first Monday in November of even-numbered years.

##### 2. Municipal:

Primaries -- First Tuesday in November

General Elections -- Tuesday after the first Monday in November of even-numbered years.

### Taxation

Questions concerning the taxability of assistantships frequently arise. GSA has printed a pamphlet explaining the general regulations for federal and state income tax and on local taxes you may be subject to. This pamphlet has been distributed to department representatives. If you cannot find it, please contact one of the GSA officers.

Some of the local banks provide free booklets to help you prepare your Federal and N. C. income tax forms. N.C.N.B., for one, has a very good one.

### Tuition Rates

The N. C. General Assembly raised out-of-state tuition rates by \$1800 effective 1972-73. These rates were made to apply to all out-of-state graduate students on assistantships. Relief in the form of in-state tuition rates (through a procedure called "certification for special talent") has been obtained for some assistantships through the 1974-75 school year, however, there are certain limitations on the waivers of out-of-state rates. If you are coming here on an assistantship, you may wish to verify with the head of your department that you will qualify for in-state rates this year and in subsequent years during your planned course of study.

Out-of-state graduate students appointed to nine-month assistantships (i.e., fall and spring semesters) must pay out-of-state tuition when they register for summer session courses. If you teach during the summer you can get in-state rates during those sessions in which you teach.

The 1973 session of the North Carolina Legislature passed a new law regarding residency for tuition purposes. The student desiring to change from out-of-state to in-state tuition status must show that North Carolina is his permanent dwelling place of indefinite duration, as distinguished from a temporary place of abode. One can become a resident of N. C. after living here for 30 days. During this period of time he should:

1. obtain an N. C. Driver's license,
2. register his car in N. C. and obtain license plates,
3. list personal property for taxation,
4. establish membership in local chapters of professional associations, service or civic groups, churches, or other clubs, and
5. open savings and checking accounts in a local bank.

At the end of 30 days go to the Wake County Court House and register as a N.C. resident to vote. You must then live in N.C. for one year in order to become a resident for tuition purposes.

The form for change of residency status can be obtained at the admissions office. The application will be reviewed by an admissions officer. Some of the criteria he will use in determining whether the student has, by choice, become a domicillary of North Carolina are these:

1. Residing or not residing at the home of one's parents
2. Place registered to vote
3. Place where one has served jury duty
4. Place where one has registered and/or licensed a car
5. Place where one files state income tax returns
6. Place where lists personal property for taxation
7. Place where one owns real estate
8. Place where one spends substantial parts of available vacation time (e.g. vacations)
9. Place of gainful employment
10. Place of membership in professional associations
11. Sources of financial support
12. Place where attended high school
13. Place of residence prior to enrolling in an institution of higher learning

This list is not inclusive and the decision may still go against you. We suggest you read the manual available at the admissions office and consult with other students who have been through the procedure in order to learn the fine points of gaining in-state status.

#### Publications of Interest

Several invaluable booklets and brochures are available which will be extremely helpful to you in learning about this campus, the Raleigh community and various activities and services.

The North Carolina State University Bulletin, available in Peele Hall or the New Student Center Information Desk, is a student handbook published by the University and contains general, academic, and University information, a campus map, and housing, services, and activities information; it includes information on Health Services, the Student Services Board, cultural programs, athletics, student publications, religious activities, and campus organizations.

Public events of general interest in the Triangle Area of Raleigh, Durham, and Chapel Hill are printed in the Triangle Pointer, available at the New Student Center Information Desk and other locations in the area. This weekly publication also includes information on recommended dining establishments, places of entertainment, sightseeing, shopping guides, churches, civic clubs, exhibits, and other helpful information.

A Student Affairs Bulletin, known as the "Green Bulletin", is published each Monday and is distributed to the residence halls and the married student housing area. Students who live off-campus may obtain a copy at the Student Center, in Winston Hall, at the Library Circulation Desk, 162 Harrelson Hall, 232 Riddick Hall, or 111 Patterson Hall. It is also posted on the official University bulletin boards.

An activities calendar listing extracurricular events, meetings, and special activities is published on the reverse side of the "Green Bulletin".

The Technician, published Monday, Wednesday, and Friday, and the Sentinel, published Tuesday and Thursday, are the student newspapers of the University. They should be consulted for information on events and activities of concern to students. These are available at several locations throughout the campus, including the New Student Center.

There are two local newspapers: the News and Observer (828-1404), published mornings seven days a week; and the Raleigh Times (832-4411), published afternoons except Sunday. The Saturday Times contains a section listing all T.V. programming for the week, movies, and events of interest in the area.

A student locator service is located at the New Student Center Information Desk, 737-3139 or 737-3130.

#### Opportunities for Students' Spouses

The Division of Continuing Education administers an afternoon and evening class program to provide educational opportunities for the mature occupied adult. Any student's spouse with a high school diploma may register as a special student.

Many of the departments at NCSU sponsor their own clubs for the families of faculty and students. The Graduate Dames, however, is a campus-wide organization for wives of graduate students and for female graduate students. Except for September and January, meetings are held the first Tuesday of each month at 7:30 p.m. in the New Student Center. Speakers and demonstrations are geared for both American and foreign members, while community awareness, creative homemaking, and bridge provide other monthly activities. Picnics and

other social events include husbands and families. For more information call Mrs. Brita Tate in the Program Office, 737-2451.

The Craft Center, located in the Frank Thompson Building, sponsors one of the most popular programs on campus for married students. Facilities are available for weaving, ceramics, woodworking, black-and-white or color photography, and others. Instruction is offered in each of these crafts. You must obtain a pass (\$2/semester) for each section you use. A special brochure on the Craft Center Programs is available in the New Student Center, or information may be obtained by calling the Director, C. W. Weiser, at 737-2457. The Craft Center is not open during the summer months.

A small library for students' families is maintained in McKimmon Village.

Mrs. Brita Tate, Program Advisor to married students, welcomes questions or suggestions concerning the facilities and programs, phone 737-2451.

#### Foreign Student Information

New foreign students should register at the Foreign Student Adviser's Office, 213 Peele Hall, and keep him informed of a correct mailing address. The Foreign Student Adviser helps with housing, registration, passports, visas, and other problems.

An orientation course is required of all foreign students to acquaint them with university procedures, government regulations, and practical problems of life in Raleigh.

Three courses in English for foreign students are offered by the Department of Modern Languages. Language Lab facilities are available for student use. Graduate students may take these courses as audit. Students should present TOEFL scores when seeking information or assistance from academic advisers or the Department of Modern Languages, 305 Harrelson Hall.

Every foreign student must purchase health insurance for himself and the members of his family living in Raleigh. Inexpensive insurance is available through the Foreign Student Adviser's Office or in the Coliseum during registration. Foreign students are not permitted to complete registration without proof of insurance coverage.

#### Study Abroad

If at any time during your stay at N. C. State you have the opportunity to study abroad, you should contact Phillip Weaver at the Counseling Center, 213 Peele Hall. He can give you all the necessary information about passports, visas, etc., as well as furnish you with an International Student Identity Card.

#### Entertainment

1. The Student Center sponsors a number of programs, of which the Friends of the College concerts are especially noteworthy.

Friends of the College, 1974-75 Concert Series:

October 31, November 1, 2	Soviet Georgian Dancers and Tbilisi Polyphonic Choir
November 18, 19	Boston Symphony Orchestra Seiji Ozawa, conducting
February 6, 7, 8	Alvin Ailey City Center Dance Theatre
March 20, 22	Marilyn Horne
April 17, 18	Rotterdam Philharmonic Orchestra Edo de Waart, conducting Soloist: Joseph Kalichstein, Piano

Such events are free for students and one guest with student I.D. and registration card.

The Student Center also sponsors the Stewart Theatre series which includes jazz, dance, musicals, film festivals, and the theatre. Highlights of the twenty program series are Leaves of Grass, Merchant of Venice, Woody Herman, Fiddler on the Roof, and the North Carolina Dance Theatre. The film festival is Charles Chaplin. Tickets go on sale at the Student Center August 26.

Movies are shown in the Stewart Theatre throughout the school year. Most of these are free upon presentation of the student I.D., for some movies there will be a small admission charge. Watch the Student Activities Bulletin, Activities Calendar and Technician for notices of these events.

2. Museums:

The North Carolina Museum of Art presents a series of special exhibits, 107 East Morgan Street, Raleigh. Open daily except Mondays.

The North Carolina Museum of Natural History has exhibits on natural history and resources of the state, 101 Halifax Street, Raleigh. Monday-Saturday, 9 a.m.-5 p.m., Sunday, 2-5 p.m.

The North Carolina Museum of History houses exhibits dealing with the history and people of the state, 109 East Jones Street, Raleigh. Weekdays, 8 a.m.-5 p.m., Sunday, 2-5 p.m.

The Museum of Life and Science in Durham has several interesting exhibits concerning the exploration of space, as well as animal exhibits and a nature trail.

3. Theatres:

The Raleigh Little Theatre is located on Pogue Street near NCSU. It includes an amphitheatre, which seats 3000 people and a little theatre building which seats 300 people. The amphitheatre is used during the summer for vesper services, community sings, concerts, and plays; The Little Theatre performances are during the winter months. The Rose Garden surrounding the Little Theatre is worthy of an afternoon stroll. The Cinema, Inc., offers a series of old movie classics each year, and these are shown in the Little Theatre; write P. O. Box 2534, Raleigh, 27602, for information.



The Village Dinner Theatre is located near the airport between Raleigh and Durham and offers a good meal plus a live theatrical performance by professional actors for about \$10 per person.

Movie theatre around Raleigh are listed in the Yellow Pages.

4. Television:

Channel 4 (Chapel Hill) -- University Educational Television  
 Channel 5 (Raleigh) -- ABC  
 Channel 11 (Durham) -- CBS  
 Channel 28 (Raleigh-Durham) -- NBC

Cablevision is available for \$6 per month after a \$25 installation charge. In addition to the local stations listed above, TV stations in High Point, Greensboro, Greenville, and Washington, NC, are carried. Call 833-8619 for information.

Channel 5 sponsors a service named Call For Action at 832-7578. Between 11 a.m. and 1 p.m. on weekdays volunteers man this phone and will help newcomers to the Raleigh area by providing answers to questions and will attempt to give help with problems you may have in getting settled, etc.

5. Approximately 25 public and semi-public park areas are maintained in and around Raleigh. The most noteworthy of these is William B. Umstead State Park, located between Raleigh and Durham. It is accessible from US 70, NC 50, and Blue Ridge Road, near the State Fair Grounds. It offers many excellent outdoor recreational facilities and educational opportunities. Facilities are available for group camping, family camping, picnicking, boating, fishing, and nature study. An extensive system of nature and hiking trails runs throughout the park. For camping and picnicking reservations call 787-3033.

Fishing and boating may also be enjoyed at Lake Johnson and Lake Wheeler, both Municipal water supply lakes. Lake Johnson is located on Avent Ferry Road just south of Raleigh, and it includes a nature preserve with trails. Lake Wheeler is on Lake Wheeler Road, 5 miles SW of Raleigh. Boating and fishing facilities are open from 6:15 a.m. until 8:30 p.m., Monday through Saturday and from 10:00 a.m. until 8:30 p.m. on Sundays. During the winter months, these hours vary considerably. For more information call 772-1173.

Pullen Park, with picnic areas, children's playground, rides, and a swimming pool, adjoins the east campus, and is presently being renovated.

Other worthwhile places to visit include:

- a. N. C. Botanical Garden, Laurel Hill Road, south of NC 54 near Chapel Hill, open daily 8 a.m. to 5 p.m.
- b. WRAL-TV Gardens, Western Blvd. opposite campus; azaleas, particularly nice in the spring.
- c. Duke Gardens, on Duke University campus in Durham.

- d. Morehead Planetarium, on UNC campus in Chapel Hill.
- e. The N. C. General Assembly, Legislative Bldg. (a few blocks north of the Capitol) in Raleigh; House, Senate, and committee meetings are all open to the public.
- f. The North Carolina Zoological Park in Asheboro is far from being completed, but still has some interesting exhibits.

Camping equipment (i.e., tents) may be borrowed from the Student Center Program Office. Three to four week's advance notice is required.

There are many organizations and clubs, both on and off campus, which welcome graduate student participants. Some of the special interests represented by these are canoeing, scuba diving, sports cars, rugby, swimming, etc. For details about meetings and activities of these organizations, watch the Technician, Sentinel, Raleigh Times and News and Observer.

Carter Stadium, the N. C. State Football Stadium, is located on Old Trinity Road, three miles west of the campus and adjacent to the N. C. State Fair Grounds. The 1974 season is expected to be an exciting one with many lettermen returning from last year's 9-3, Liberty Bowl Championship team. Admission is free at the gate with valid registration and student I.D. cards, although for certain games you may have to pick up tickets in advance at the Coliseum. Tickets for a guest or spouse cost \$7 and are available at the Reynolds Coliseum box office on campus.

The N.C.A.A. National Champion N. C. State Basketball Team of last year has several veterans returning, and great things are expected of them again this season. Home games are played in Reynolds Coliseum on campus. All seats are reserved; student tickets are distributed under a system which rotates preference alphabetically. A registration card and a student I.D. card are needed to pick up a ticket at the Coliseum Box Office; one guest ticket may be purchased at the same time for about \$4. Watch the campus newspapers for updated details.

# Graduate Student Association

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1. Current Secretary has

(i) Minute from 10/16/58 to present

(ii) Correspondence

(iii) Tax information

2. Latest date Envelope contains financial transactions for current year

3. Present Constitution adopted 4/19/66

4. Officers' Names in Latest Envelope

**North Carolina State University  
Graduate Student Association Constitution**

**Article I. Name**

The name of this organization shall be the University Graduate Student Association. It shall be hereinafter referred to as the UGSA.

**Article II. Membership**

All graduate students of North Carolina State University shall be members of the UGSA.

**Article III. The UGSA Council**

**Section 1 - Definition**

The UGSA Council shall be the governing body of the UGSA.

**Section 2 - Objectives**

The objectives of this council shall be:

- 1) to be the school council for the Graduate School as provided for in the Student Body Constitution
- 2) to represent the graduate students of this university in any matter which may affect the welfare of the graduate students
- 3) to disseminate information of interest or of importance to the graduate students
- 4) to provide a forum for discussion of problems and other matters of importance to the graduate students and
- 5) to provide services to the graduate student body.

### **Section 3 - Council Composition**

- A. The UGSA Council shall be composed of:
- 1) Representatives and Alternates from each chapter
  - 2) Current Graduate School Senators of the Student Government  
and
  - 3) Officers of the UGSA
- B. A chapter shall be an organization consisting of all the graduate students in one or more majors. A major is an area of study for which one may receive an advanced degree. This organization shall have a constitution which:
- 1) Includes the name(s) of the major(s) incorporated in the chapter: and
  - 2) Has been accepted by the UGSA in accordance with Article V, Section 8, paragraph D.
- C. Representatives and Alternates shall be elected or appointed by each chapter annually as provided for in each chapter's constitution.
- D. Each Representative, Alternate, and Officer shall be a graduate student in good academic standing.
- E. Each Representative and Alternate shall be a member of the chapter represented.
- F. Each Representative and Alternate from a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their chapter stating that their selection was in accordance with that chapter's constitution.
- G. Each Representative and Alternate from a major not represented by a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their major.

H. In addition, any graduate student enrolled in a major that is interdepartmental by nature may, at his or her own discretion, become a member of the chapter graduate student organization in the department (or major) of his or her major professor. Those qualified departments (or majors) that are participating members of an interdepartmental program are outlined by the Graduate School.

#### **Section 4 - Apportionment**

Each chapter shall have one Representative and one Alternate for each major named in the chapter's constitution. In addition, a major not represented by a chapter shall have one Representative and one Alternate.

#### **Section 5 - Chapter Vacancies**

Representatives and Alternates shall be chosen by each chapter annually as provided for by each chapter's constitution. At other times, vacancies shall be filled as follows:

- A. If a Representative resigns or is removed from office and if there is an Alternate, the Alternate shall assume the office of representative;
- B. If a Representative resigns or is removed from office and there is no Alternate, that chapter shall be responsible for filling the vacated position according to its constitution;
- C. If an Alternate resigns or is removed from office, the chapter shall be responsible for filling the vacated position according to its constitution.

#### **Article IV. Amendments**

Amendments to this constitution shall be passed by simple majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive regular meetings at which a quorum is present.

#### **Article V. Bylaws**

##### **Section I - Election of Officers**

- A. The permanent offices shall be those of President, Vice-President, Secretary, Treasurer, Parliamentarian, Electronic Communications Officer, and Travel Fund Administrator.

- B. Regular elections shall be held in April of each year at a regular meeting. Such elections shall be announced by the presiding officer at the previous regular meeting.
- C. Newly elected officers shall assume office at the conclusion of old business during the regular May meeting.
- D. Temporary offices may be created for a specified term and to perform specified duties by a simple majority of votes present at the next regular meeting after the one at which the motion to form such an office is presented. The term specified for such temporary offices shall not extend past the next regular election.
- E. Special elections shall be held whenever one of the permanent offices becomes vacant or whenever a temporary Office is created. All vacancies shall be announced by the presiding officer at the first possible meeting. The elections shall be at the next regular meeting.
- F. Nomination of candidates shall come from the floor.
- G. Election shall be by a simple majority of votes cast. If no person receives a majority of votes, the two candidates receiving the most votes shall have an immediate runoff.
- H. To begin nominations, a motion must be made, seconded, and requires a majority vote. Nominations are debatable and do not require a second. Closure of nominations requires a motion, must be seconded, is not debatable, and requires a two-thirds majority. If there is only one nominee, voting shall be done by voice vote. A nominee shall decide if he or she wants to be present for the election. If it be the case that the non-present nominee's vote can make or break a tie, he or she shall be asked to cast a vote in the presence of the quorum. For elections with two or more nominees, elections will be done by ballot. Ballots will be made prior to elections with the predetermined nominations printed on them (see Article V, Section 1, paragraphs B and E),

## **Section 2 - Removal of Officers**

- A. An officer may resign by submitting a written notification to the Secretary at the regular meeting prior to the effective date of resignation.
- B. An officer may be removed from office by a two-thirds majority of the votes present at the next meeting after the one at which the motion for removal is introduced.

### **Section 3 - Duties of the Officers**

#### **A. The President shall:**

- 1) Call and preside over UGSA Council meetings
- 2) Appoint UGSA committees and their chairpersons unless otherwise specified herein
- 3) Call UGSA elections whenever necessary
- 4) Represent the UGSA at University and Student Government functions and
- 5) Perform those duties imposed on this office by the Student Body constitution.

#### **B. The Vice-President shall:**

- 1) Preside over UGSA Council meetings at the request of or in the absence of the President
- 2) Act as proxy for the President at University or Student Government functions at the President's request and
- 3) Serve as a liaison with every UGSA standing committee chair.

#### **C. The Secretary shall:**

- 1) Record and maintain minutes of the UGSA Council meetings and circulate copies of the minutes to the council members
- 2) Maintain a roll of council members and call the roll whenever a roll call vote is taken and
- 3) Prepare and carry out UGSA correspondence

#### **D. The Treasurer shall:**

- 1) Keep the financial records of the UGSA and
- 2) Serve as chair of the Finance Committee.



E. The Parliamentarian shall:

- 1) Maintain parliamentary procedure at UGSA Council meetings and have a copy of *Robert's Rules of Order* present at each meeting
- 2) Contact each department chairperson at the beginning of every school year to request that Representatives and Alternates be elected or appointed to the UGSA and
- 3) Serve as chairperson of the Judicial-Legislative Committee.

F. The Electronics Communication Officer shall:

- 1) Provide and maintain a prompt and reliable flow- of information from the UGSA and its constituent members through the most currently available electronic computer-based channels, conforming as closely as possible to the current state-of-the-art
- 2) Provide support for the access channels implied by paragraph 1.
- 3) Provide a monthly report on the activities related to the computing center.
- 4) Work with the UGSA Vice-President to insure that the UGSA is represented on any standing or ad hoc committees related to the academic computing environment which allow for such representation
- 5) This will be an elected position and receive the same honorarium associated with the offices of Secretary, Treasurer, and Parliamentarian

G. The Travel Fund Administrator shall:

- 1) Facilitate the requests and appropriations of the UGSA travel fund
  - a. Travel fund applications must be sent to the UGSA Travel Fund Administrator prior to the professional meeting the applicant wishes to attend.
  - b. The voucher form and receipts must be filed no later than two weeks after the conclusion of the meeting.
  - c. A student failing to comply with guideline rules will not be considered for subsidy.

- d. The student's advisor and department head must read and sign the application verifying all information (including sources of funding for graduate student's travel [ grants, fellowships, departmental money, private funds, etc.], with actual amounts provided),
  - e. The Travel Fund Administrator has the right to spot check any and all applications for authenticity.
  - f. All students that apply correctly will be subsidized--either amount they are eligible for under the Travel Fund Guidelines for Application or a percentage of the full amount for which they are eligible. The formula will take into account individual student need based on whether or not they are receiving funding from other sources directly for travel purposes,
  - g. Under this policy, all students would receive at least some subsidy,
  - h. In addition, any money not used during a particular semester will be split between the remaining semesters.
  - i. All applications will be held until the end of each semester and processed only three times per year,
  - j. A deadline for application will be set very late in the semester. These dates will be strictly enforced. Applications received after the date will not be considered. These dates will be advertised in the packet that is sent to all directors of graduate programs each year. It is the student's responsibility to be aware of these deadlines.
- 2) Provide the Treasurer with the names, amounts, and receipts to cover each reimbursement. This will be an elected position and receive the same honorarium associated with the offices of Secretary, Treasurer and Parliamentarian.

#### **Section 4 - Quorum**

A quorum shall consist of one-half of all the Representatives or Alternates showing active membership, and no vote may be taken unless a quorum is present. An active member is a representative or an alternate who has been present at either of the two previous UGSA meetings. The Secretary shall take the roll at the beginning of each meeting, record the names of the representatives or alternates present, and announce whether or not a quorum is present.<sup>7</sup>

#### **Section 5 - Voting**

Each Representative or Alternate shall have one vote. The presiding officer shall vote only to break a tie. Other officers shall vote only as a Representative or Alternate.

## **Section 6 - Meetings**

Regular meetings shall be held at least once a month during the school year, except December. Meetings shall be open to all graduate students of North Carolina State University and to guests, but non-council members shall enter discussion only with the permission of the presiding officer. Procedure shall be in accordance with *Robert's Rules of Order*. The date of the next meeting shall be announced at each meeting.

## **Section 7 - Standing Committees**

A. The standing committees shall be:

- 1) the Finance Committee
- 2) the Health Insurance Committee
- 3) the Judicial Legislative Committee
- 4) the Library Committee
- 5) the New Student Information Committee
- 6) the Newsletter Committee
- 7) the Orientation Session Committee
- 8) the Political Awareness and Response Committee
- 9) the Social Committee and
- 10) the Teaching Effectiveness Committee

B. The members of these committees will be volunteers from the Representatives and Alternates. In the event that enough members cannot be obtained in this manner, the President will appoint members to these committees.

C. Each committee chairperson shall, before the first of December, submit an annual budget to the UGSA treasurer for the following year.

D. This annual budget submission shall take place at an annual budget meeting. This meeting shall be organized by the UGSA treasurer and consist of all UGSA officers and all UGSA committee chairs.

## **Section 8 - Duties of Standing Committees**

A. The Finance Committee shall:

- 1) Prepare an annual budget proposal for submission to and approval by the UGSA Council
- 2) Be responsible for any fund raising activities of the UGSA and

- 3) Review applications for seed money from chapters wishing to hold fund raising events.

B. The Health Insurance Committee shall:

- 1) Represent the University Graduate Student Association on the University Student Health Insurance Subcommittee, raising issues of concern to graduate students, reviewing and/or suggesting proposed insurance policy changes, and voting on any proposed policy changes
- 2) Report the activities of the University Student Health Insurance Subcommittee to the UGSA and
- 3) Research and resolve issues of general concern to graduate students regarding health insurance.

C. The Judicial-Legislative Committee

- 1) The Judicial-Legislative Committee shall have as its chairperson the Parliamentarian
- 2) This committee shall enforce and review the constitution of the UGSA and shall make recommendations to the UGSA for improvements when necessary.
- 3) This committee shall review the constitutions of the local GSA chapters and shall verify compliance with the UGSA constitution. The committee shall either accept the constitutions or make recommendations for their correction.
- 4) This committee shall determine that the local GSA chapter has fulfilled the following requirements to be legally recognized by the UGSA:
  - a. Each local GSA chapter shall have a duly elected President and Treasurer, or their equivalent, who shall be responsible for maintaining the financial records of that organization.
  - b. Each local GSA chapter shall have a constitutional procedure for choosing Representatives and Alternates to the UGSA council.
  - c. The local GSA chapter shall have a written constitution accepted by the Judicial-Legislative Committee.

- 5) This committee shall accept or reject the credentials of the UGSA Council Representatives and Alternates in accordance with Article III, Section 3, paragraphs F and G
- 6) The local GSA chapters will be given a cash rebate each year subject to meeting the criteria:
  - a. Each Representative and Alternate from a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their major stating that their selection was in accordance with that chapter's constitution, as required by Article III, Section 3, paragraph F.
  - b. The local chapter shall be legally recognized by the UGSA (as stated in Article V, Section 8, paragraph D-4) by way of that chapter being recognized by the Department of Student Development.
  - c. Each chapter will have a Representative serving on at least one committee. The listing of those serving on a committee is to be reported by the chair of the respective committee.

If and only if the three above criteria are met then the chapter will be awarded a rebate according to the following criteria which incorporate both the amount of meetings attended and the size of the chapter:

Department Rebate =	
$\frac{\# \text{ of meetings attended} * \# \text{ of grad. students in dept.}}{\Sigma * \# \text{ of meetings attended} * \# \text{ of grad students in dept. eligible depts,}}$	total budget allocation for rebates

D. The Library Committee shall:

- 1) Act as a liaison between the graduate students and the library administration
- 2) Represent the UGSA on the University Library Committee
- 3) Lobby state legislators and university administrators for increased library funding and

- 4) Support or initiate additional fund raising efforts on behalf of the library.

E. The New Student Information Committee shall:

- 1) Produce, maintain and distribute orientation information by means of a World Wide Web site linked to the University Graduate Student home page and
- 2) Produce and distribute an orientation information booklet for incoming graduate students.

F. The Newsletter Committee shall

- 1) Be led by two co-chairs who will serve on an editorial board and determine the contents of each issue of the newsletter
- 2) Write and maintain a mission statement and advisory policy
- 3) Gather and report information affecting the lives of NCSU graduate students
- 4) Maintain the quality of the Graduate Student Newsletter and
- 5) Ensure the printing and distribution of the newsletter.

G. The Orientation Session Committee shall:

- 1) Organize the Orientation for incoming graduate students.

H. The Political Awareness and Response Committee shall:

- 1) Keep the UGSA informed of any political issues that affect graduate students
- 2) Respond if and when necessary to political issues that affect graduate students and
- 3) Bring all proposed responses before the general UGSA council for a vote.

I. The Social Committee shall:

- 1) Organize social activities throughout the year for graduate students and
- 2) Provide refreshments at Graduate Student Association meetings.

J. The Teaching Effectiveness Committee shall:

- 1) Work with the University Teaching Effectiveness Committee
- 2) Organize the GSA Teaching Assistant Awards Program and
- 3) Organize Teaching Effectiveness Seminars each summer.

**Section 9 - Ad Hoc Committees**

Ad hoc committees shall be defined and approved by a simple majority of votes present. Committee members shall be appointed by the President. Ad hoc committees shall be disbanded by a simple majority of votes present.

**Section 10- Local Chapter Constitutions**

Local GSA chapter constitutions must be in agreement with the UGSA constitution and must be approved by the Judicial-Legislative Committee.

**Section 11 - Financial Allocations**

- A. All financial allocations must be approved by a simple majority of votes present.
- B. Once a financial allocation has been approved, it may be exceeded by the maximum of \$50.00 or 3% of the allocated amount, whichever is larger, without further approval. Any other overage must be pre-approved by a simple majority of votes present.

**Amendment 98/99-01**

**to the Constitution of the North Carolina State University  
Graduate Student Association.**

Amendment to remove the computer committee as a standing committee of the UGSA, and to update the responsibilities of the Electronic Communications Officer.

Sponsored by the UGSA Judicial and Legislative Committee

Rational: The Responsibilities of the Computer Committee are redundant with the presently assumed responsibilities of the Electronic Communications Officer. Also, the UGSA Constitution should reflect the current duties and responsibilities of the Electronic Communications Officer.

Therefore, it is proposed that the following amendment be adopted by the membership of the North Carolina State University Graduate Student Association.

Strike Article V, Section 7, Paragraph A, Number I and renumber the remaining paragraph accordingly

Strike Article V, Section 8, Paragraph A and renumber the remaining paragraphs accordingly

Amend Article V, Section 3, Paragraph F to read:

F. The Electronics Communication Officer shall:

- 1) Provide and maintain a prompt and reliable flow- of information from the UGSA and its constituent members through the most currently available electronic computer-based channels, conforming as closely as possible to the current state-of-the-art
- 2) Provide support for the access channels implied by paragraph 1.
- 5) Provide a monthly report on the activities related to the computing center.
- 6) Work with the UGSA Vice-President to insure that the UGSA is represented on any standing or ad hoc committees related to the academic computing environment which allow for such representation
- 5) This will be an elected position and receive the same honorarium associated with the offices of Secretary, Treasurer, and Parliamentarian