

# 1.5 Graduate Services Coordinators

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The Graduate Services Coordinators (<https://grad.ncsu.edu/about/people/gsc/>) serves as the principal administrative liaisons between the student, the Graduate Program Director, the graduate program, and the Graduate School. In this capacity, the Graduate Services Coordinator:

1. Processes admissions applications, collects all supplemental documents required by individual programs, and submits the materials and recommendations to the Graduate School;
2. Prompts students to meet critical Graduate School milestones to promote retention and timely completion, including preparing Plans of Work, appointing advisory committees, adding and dropping courses, maintaining continuous registration, monitoring graduation applications, and requesting the scheduling of oral exams;
3. Assists students and Director of Graduate Programs in preparing and submitting various forms and documents that require Graduate School approval. These include, but are not limited to, requests for leaves of absence, Graduate Plans of Work, committee appointments, requests for preliminary and final oral exams, grade changes, transfer requests, and reinstatements;
4. Develops proficiency in using the Student Information System (SIS), the Graduate School Information System databases, and other information systems to facilitate all graduate-student-related correspondence with the Graduate School.