CIVIL ENGINEERING
GRADUATE PROGRAMS

Fall 2015

Department of Civil, Construction, and Environmental Engineering
North Carolina State University
Introductions

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  – Professor in Water Resources & Environmental Engineering, Computing & Systems

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  – Graduate Services Coordinator
DEPARTMENT OF CIVIL, CONSTRUCTION, AND ENVIRONMENTAL ENGINEERING

• Three undergraduate degree programs - all EAC-ABET accredited
  • Civil Engineering
  • Construction Engineering and Management
  • Environmental Engineering
• Master’s degree programs:
  — MCE & MSCE Degree Programs in Civil Engineering
  — MENE & MSENE Degree Programs in Environmental Engineering
• PhD Degree Program in Civil Engineering
• ~850 Undergraduate Students
• ~330 Graduate Students
• ~50 Faculty Members
CCEE DEPARTMENT FACILITIES

• MANN HALL
  • Class and meeting rooms
  • Faculty and student offices
  • Undergraduate teaching labs
  • Graduate research labs

• DANIELS HALL
  • Computing and Systems research lab
  • Student offices

• BROUGHTON HALL
  • Environmental research lab
  • Student offices

• BURLINGTON HALL
  • Environmental research lab

• CONSTRUCTED FACILITIES LABORATORY (CFL) BUILDING (Centennial Campus)
  • Faculty and student offices
  • Structures, Construction Materials, and Geotech

• RESEARCH BUILDING IV (Centennial Campus)
  • Institute for Transportation Research and Education (ITRE)
    • Faculty and student offices
    • Technical research labs
Centennial Campus
NC State University

ITRE

CFL

Hunt Library
GRADUATE DEGREES OFFERED

• Master of Civil or Environmental Engineering (MCE or MENE)
  – 30 (or 31) credit hours
  – Area of Concentration course work
  – Faculty Advisor
  – CE 675 Ind. Project (Req’d in some areas, optional in others)
  – Also offered by Distance Education

• Master of Science in Civil/Environmental Engr. (MSCE or MSENE)
  – Mix of coursework and research
  – 30 (or 31) credit hours
  – Area of Concentration course work
  – Advisor + at least 2 other faculty members
  – Research (up to 6 credits of CE 695 Research)
  – Thesis
  – Final oral examination

• Doctor of Philosophy (PhD)
  – Primarily a research degree with some course work
  – 72 credit hours but can transfer hours from a Master’s Degree
  – Area of Concentration course work
  – Advisor + at least 3 other faculty members
  – Research (CE 895 Research credits)
  – Preliminary written/oral examination
  – Dissertation
  – Final oral examination
FORMS AND REQUIRED DOCUMENTS

• You are admitted to the degree program indicated on your admission letter from the Graduate School. Changing degree programs requires approval.

• You are admitted to a Specialty Area within CE. Changing specialty area requires approval.

• Plan of Work (POW), Patent Agreement, Apply to Graduate
  — Through MyPack Portal

• Request to Schedule Oral Exam, Transfer Credit Request, Change of Degree, Leave of Absence
  — Forms Available Online through the Graduate School

• W - 4 — all TA’s and RA’s (International students: usually done at international student orientation; U.S. students should complete through the MyPack Portal).

• I-9 Employment Form - all TA’s and RA’s.
SELECTION OF AN ADVISOR

• You will be assigned an initial/interim advisor
  — Talk with the Area Coordinator

• If you are an RA, the faculty member supervising the project will usually be your advisor

• In other cases, you may change your initial advisor if you wish.
  • Browse the web; talk to faculty in your area about your interests in research
  • Get to know them as the semester progresses
  • If you wish to change advisor, fill out the form and submit it to our office
  • If you are in either the MS or PhD program, you MUST identify a faculty member who is willing to supervise your research
GRADUATE PLAN OF WORK (POW)

• A listing of courses and research/project hours you and your advisor/committee agree upon for your degree
  — IMPORTANT: Submit Plan of Work (POW) when you are no more than 18 hrs through your program; before end of year 1

• No normally graded course can be taken for credit only (pass/fail). Audits do not count.

• No course at less than 400 level (400 level limited to 6 hrs. and must be from outside the department); not applicable for PHD students

• Minimum hours for degree:
  • MS/MCE = 30 (some specialties require 31)
  • PhD = 72 (subtract 18 hrs for previous Master’s, or if NCSU Master’s and no break, subtract 30 hrs)

• Can transfer up to 12 hours (>B) into a Master’s program
REGISTRATION REQUIREMENTS

• Deadline for correct registration is 5:00 pm on the “Last Day to Register” as defined by University calendar. For Fall 2015 the deadline is **Tuesday, September 1 (Census Day)**.

• Last day to add a course without instructor permission: August 25

• All students must maintain registration each semester or request a Leave of Absence.

• New students on assistantships receiving $3000 or more per semester must register for a minimum of 9 credit hours, until such time that they’ve met the credit hour requirements for the degree on the Plan of Work. After the Plan of Work requirements have been fulfilled, students may register for 3 credit hours in subsequent semesters to maintain full-time status. Must maintain full-time status in all semesters (see Graduate Student Support Plan (GSSP) rules at Graduate School web page).
# Graduate Student Support Plan (1)

## Membership Requirements At-A-Glance

<table>
<thead>
<tr>
<th>Current Graduate Level</th>
<th>Number of Semesters from Initial Graduate Enrollment to Current Semester (2)</th>
<th>Minimum Hours of Registration Required (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Masters (MR)</strong></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Doctors (DR)</strong></td>
<td>F*</td>
<td>F*</td>
</tr>
</tbody>
</table>

DR Students who had an MR in the same or related field upon initial enrollment to the Graduate School at NC State

| F* | F* | F* | F* | F* | F* | F* | F* | F* | F* | F* | F* |

DR Students who did NOT have an MR in the same or related field upon initial enrollment to the Graduate School at NC State

| F* | F* | F* | F* | F* | F* | F* | F* | F* | F* | F* | F* |

(1) For degree seeking Graduate Students currently receiving a minimum stipend (from RA, EA, TA or Fellowship) of $8,000 annualized.

Benefits-Health Insurance, In & Out of State Tuition

Benefits-Health Insurance ONLY

(2) Fall and Spring only. Initial enrollment refers to initial enrollment in Graduate School at N. C. State and includes those who go from a Master’s degree to a Ph.D. Only semesters actively enrolled are counted. Leaves of Absence are excluded.

(3) Registration as of Official Census Date. These hours do not necessarily constitute full-time enrollment according to the definitions found in Section 3.15C of the Graduate School

F* = Full time at all times

http://www.ncsu.edu/grad/catalog/full-part-time.html

Revised: 07/01/2013
REGISTRATION REQUIREMENTS

• Students on 1/2 time assistantships normally take 9 or 10 credit hours per semester. Students on 1/4 time assistantships can take up to 12 or 13 credit hours per semester.

• International students must typically be registered for 9 hours or more. These students may, WITH PERMISSION, register for fewer hours the first semester here or, at the end of their program (using the Reduced Course Load or RCL form)
  — In the first semester, the reason might be difficulty with language, culture, etc.
  — In the last semester, only need to sign up for the hours left in the Plan of Work to complete the degree, but it is advised that this should be at least 3 credit hours. In order to qualify for a RCL, international MS and PhD students must have a final defense scheduled before the Registration Required ETD Review Deadline for that semester.
  — Consult Catalog, OIS, and DGP for additional details

• On-campus students should register for on-campus sections. All on-campus students by default have access to online course materials for those courses with an online section.
REGISTRATION REQUIREMENTS

• Preplan the course selection for your degree, i.e., your Plan of Work (POW) and submit before end of year 1
  — Consult with your advisor or Area Coordinator

• Keep address, telephone, email, and other information up to date in MyPack Portal

• Registration for Fall Semester occurs in previous March; and, for Spring semester, in previous October
  — Must submit Progress Report in GSOARS every semester
  — Avoid late fees
Residency

• Out-of-state students who are US citizens or Permanent Residents and who are on an assistantship (or hope to be on one) MUST “…make a good faith effort to gain in-state residency within their first year of being in North Carolina.” See http://www.ncsu.edu/grad/tuition-residency/ for details.

• Residency acts to qualify for in-state residency for Fall 2016 should be made now.

• Application window for Fall 2016 residency will open March 1 and close the 10th day of classes for the Fall semester.
TA AND RA ASSIGNMENTS

• Definition of ½ time appointment
  — TA expectations
  — RA expectations

• Definition of work holidays
  — Faculty/staff holidays, not class holidays.

• TA’s serving as lab instructors are responsible for cleaning lab, proper disposal of specimens, and care and storage of equipment

• If you are a funded RA, check with your advisor before planning long summer vacations – summers are often the most productive times to do research for both faculty and students
TA TRAINING

• University policy requires that all TA’s attend a Teaching Effectiveness Workshop. Details have been provided to those students for whom this applies.

SAFETY TRAINING

• Safety training is provided for all TAs and RAs involved in laboratory work
• RAs in other buildings will receive specialized training in those labs
On-Campus Employment

• No graduate student may work more than 29 hours per week on campus, from all combined jobs. TA’s and RA’s are normally limited to 20 hours per week during the Fall and Spring semesters.

• International students cannot work more than 20 hours per week on campus, from all combined jobs, during the Fall and Spring semesters, and no more than 29 hours per week on campus during the summer.
COMPUTER ACCOUNTS

• Set up the night after you are fully admitted by the Graduate School

• Login ID and password information has already been sent to you
  • Important: assign a “strong” password

• Strict University policy concerning software licensing and use – don’t download anything illegal

PRINTER POLICY

• Get permission from your advisor before large print jobs on an office printer. We get weekly updates on student printer usage.

• You may Xerox one final copy of your thesis/dissertation if needed. Ask your committee if they need a printed copy and, if they do, you will need to get their copies at a local copy shop.
OFFICE SPACE

• Desk space will be provided to TA’s and RA’s

• Keys for office and lab spaces are checked out by Ms. Howard and require a form with appropriate signatures. Keys must be returned when you leave.
KEYS FOR SUCCESS

• Complete any admission letter deficiency items (courses, transcripts, etc.)
• Meet the faculty in your area. Work with your advisor
• Other graduate students don’t always give good advice! Check with your advisor or our office if you have questions
• Get to know the students in your area
• Set a plan for completion
• Attend an ETD Workshop before you begin writing your thesis or dissertation
• Get to know the library and the reference librarian – they are great resources
KEYS FOR SUCCESS

• Don’t take courses that are not in Plan of Work without your advisor’s permission

• If you are an MS or PhD student, identify a research topic early

• Read the requirements for graduation for your degree
  — See Graduate School web page, Registration & Records web page, Graduate Catalog, etc.

• Maintain 3.0 GPA minimum in Graduate School
  — Required for graduation and assistantship appointment
  — Academic Warning ( <=18 hours & GPA <3.0) - need permission to continue financial aid (but we will alert you at 9 hours)
  — Probation ( >18 hrs. & GPA 2.667-2.999) - no financial aid
  — Termination ( >18 hours & GPA <2.667 or >=30 & GPA < 3.00)
KEYS FOR SUCCESS

• Don’t Plagiarize
  – According to the Merriam-Webster Online Dictionary*, to "plagiarize" means
    • to steal and pass off (the ideas or words of another) as one's own
    • to use (another's production) without crediting the source
    • to commit literary theft
    • to present as new and original an idea or product derived from an existing source.
  – Can lead to program termination

SOME USEFUL RESOURCES

• Graduate School Home Page: http://www.ncsu.edu/grad/

• Survival Guide: http://www.ncsu.edu/grad/current-students/survival-guide.html


• Graduate Catalog: http://www.ncsu.edu/grad/catalog/index.php

• Preparing Future Leaders: http://pfl.grad.ncsu.edu/

• CCEE Department Research Page: http://www.ce.ncsu.edu/research/

• CCEE Faculty List: http://www.ce.ncsu.edu/faculty-staff/

• Course Descriptions: http://www.ncsu.edu/grad/catalog/course-descriptions.html
FINAL WORDS: Work hard, but…

• Enjoy the academic experience…
  • Getting to know the faculty
  • Interacting with your fellow students
  • Delving into your chosen field of study
  • Learning how to conduct research
  • Going to conferences and presenting papers
  • Writing journal papers

• Enjoy other activities at NCSU and the area…
  • Sports
  • Outdoor activities
  • Cultural events
  • 2 hours to the beach, 3 to the mountains, 5 to Washington DC
Notes from Ms. Howard

• **EVERYONE** should be registered by now – if you are not, we need to talk!

• If you are going to be a new TA or RA, you must complete the I-9 form with me ASAP or you will not get paid.

• Until an advisor is assigned, contact the specialty group graduate coordinator.

• Start using your NCSU email address immediately. Please read emails from me.

• **Foreign National TA/RAs**: Please sign up to meet with a Foreign National Tax Specialist. [Foreignnationaltax@ncsu.edu](mailto:Foreignnationaltax@ncsu.edu).
Questions?

If any questions arise during the semester, please come see us. We’re in Mann Hall Room 202, and always ready to help. Don’t wait until little problems turn into big ones!

Dr. Ranji Ranjithan

Ms. Renee Howard
Specialty Area Graduate Coordinators

Computing and Systems (CAS): Dr. Kumar Mahinthakumar (Dr. Kumar) [Room 217]

Construction Engineering and Management (CEM): Dr. Alex Albert [Room 216]

Geotechnical Engineering (GT): Dr. Brina Montoya [Room 412A]

Structural Engineering and Mechanics (SEM): Dr. Murthy Guddati [Room 404]

Mechanics and Materials: Dr. Chris Bobko [Room 404]

Transportation Systems/Materials (TR): Dr. Billy Williams/Dr. Cassie Castorena [Room 415]

Water Resources, Coastal, & Env. Engineering (WREE): Dr. Sankar Arumugam [Room 323]