



## **Participant and Chaperone Qualifications**

**Q. Who is eligible to participate in the Visitation Program?**

A. The Visitation Program is designed to recruit students in their sophomore through senior year in college, an enrolled Master's student, or an interested post-baccalaureate. Additionally, the program is an outreach effort targeted towards cultural or ethnic minorities, underrepresented populations in a field of study, and first generation students, but the program is open to all prospective graduate students. Prospective students should have a **minimum GPA of 3.25**.

**Q. How do I apply?**

A. You can access the application online at: [go.ncsu.edu/visitncstate](http://go.ncsu.edu/visitncstate). Prospective students must submit all components of the application (resume/curriculum vitae, statement of interest, unofficial transcript, and a faculty letter of recommendation).

**Q. When is the deadline to submit the application?**

A. **Friday, September 19, 2014, 12 noon**

**Q. Are faculty members required to chaperone student groups?**

A. We strongly encourage if a school is sending 3 or more students, a representative of the university should accompany them.

**Q. Will there be time for me to meet with faculty in my specified department?**

A. Yes, you will meet with the Director of Graduate Programs/a faculty representative in your specified discipline.

**Q. Will there be time for me to interact with current graduate students?**

A. Yes. You will be able to participate in a Graduate Student Panel with current Ph.D. students as well as having an opportunity to meet students during your departmental visitation, if scheduled.

**Q. Should I research information about faculty members prior to attending the Visitation Program?**

A. If you are pursuing a doctoral degree, we strongly encourage you to research information about faculty members in your prospective department. This will enable you to gain better insight on their research interest and to see if you are a potential fit for the department.

**Q. Will there be any free time?**

A. There will be very limited free time during your visit. The program is comprehensive and designed to provide you with useful information needed concerning graduate education and your program of interest within the allotted 1.5 days.

**Q. What happens if my plans change and I cannot attend the program?**

A. We understand situations happen outside our control. If you have been accepted and your plans change, you need to notify the Visitation Program Coordinator (**Brett A. Locklear**) immediately. **Phone: 919.513.1981** or **Email: balockle@ncsu.edu**. If you have made flight arrangements and cancel, you may incur the full cost of your flight.



## **Travel Logistics**

**Q: Who is responsible for making travel arrangements?**

**A:** Each student, or university partner, is responsible for making his/her own travel arrangements. The Graduate School does not make travel arrangements.

**Q: How do I make flight arrangements to participate in the Visitation Program?**

**A:** To book a flight, you will need to call:

1. Hickory Beeline at 1.800.845.1054
2. Ask to speak with Chris
3. Arrangements need to be completed by: **Friday, October 8, 2014, 3:00 p.m.**
4. You can also email Chris at: [chris@beeline.travel](mailto:chris@beeline.travel)

**If you are traveling in a group, you are strongly encouraged to make group reservations.**

If a university representative is making your travel arrangements, you will need to provide a list of participants to the travel agency with **CORRECT** names, birth dates, and addresses prior to booking flights. There will be **no charge** for participants for this flight unless it is extremely expensive, i.e., the student or chaperone misses the deadline to book the flight.

**If a participant books a flight to participate in Visit NC State and does not attend the program, s/he will be charged the full amount of the flight.**

**Q: When should I plan to arrive in Raleigh?**

**A:** **Sunday evening, October 26, 2014, before 5:00 p.m.**

**Q: How do I get to campus from the airport?**

**A:** A NC State charter bus/van will transport participants from the airport to the hotel and back for their return trip. The shuttle will run every 30-45 minutes. Participants will meet on the lower level at baggage claim. The driver's contact information will be supplied prior to the participant's arrival.

**Q: Will I be reimbursed for my travel expenses? If so, how much?**

**A:** There will be **no cost** for participants attending the Visitation Program. You will be reimbursed for allowable expenses, e.g., airport parking, etc. Locals will be reimbursed for mileage. Other expenses are directly billed to the Graduate School.

You must provide the following:

1. Original receipts for items you are claiming reimbursement, e.g., shuttle, taxi, parking fees, etc.
2. MapQuest or similar document providing estimate of your mileage claim.

**Q: When do I complete the forms needed for travel reimbursement?**

**A:** You should complete your reimbursement forms on the last day of the program. Or, you can mail the original receipts and completed W-9 forms to the Visitation Program Coordinator after the program.

**Q: When will I be reimbursed?**

**A:** You should receive your reimbursement within 60 days of receipt of your documents and completed W-9 Form.

**Q: When should I plan to leave?**

**A:** The program concludes after the last luncheon on **Day 2**. Departing flights should be after 3:00 p.m.



The  
**Graduate School**

**NC STATE UNIVERSITY**

**THE GRADUATE SCHOOL AT NORTH CAROLINA STATE UNIVERSITY**  
**Frequently Asked Questions (FAQs)**

### **Lodging**

**Q: What hotel is hosting the Visitation Program?**

**A:** Holiday Inn Express at NC State, [www.hiexpress.com/raleighnc](http://www.hiexpress.com/raleighnc)  
3741 Thistledown Drive, Raleigh, NC 27606. Phone: **919.854.0001**.

**Q: Am I responsible for making my hotel reservations?**

**A:** No. The Coordinator will make all hotel arrangements for participants.

**Q: Do I have to pay for my hotel room?**

**A:** No. The Graduate School will cover hotel expenses for Sunday and Monday. Participants are responsible for incidental charges.

**Q: How are rooms assigned?**

**A:** The Coordinator will make room assignments for all participants. There will be 2 students per room.  
Chaperones will have single rooms.

### **Meals**

**Q: Who is responsible for meals?**

**A:** The Graduate School will provide all meals while students are on campus (beginning with the Welcoming Reception on Sunday evening and ending with lunch on Tuesday). All other meals, snacks, etc. will be the responsibility of the participant.

### **Campus Transportation**

**Q: How do I get around campus?**

**A:** The Graduate School will provide transportation for campus visitation sponsored activities.

### **Host Site**

**Q: Where is the main host site for the program?**

**A:** The Hunt Library will be the main conference site for the program. The Hunt Library is located on Centennial Campus. To learn more about the Hunt Library, visit their website at [www.lib.ncsu.edu/huntlibrary](http://www.lib.ncsu.edu/huntlibrary).

### **Questions?**

**Q: If I have additional questions or concerns, who should I contact?**

**A:** The Visitation Program Coordinator, Brett A. Locklear.

Phone: 919.513.1981

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

URL: [go.ncsu.edu/visitncstate](http://go.ncsu.edu/visitncstate)