



Enroll for courses using the MyPack Portal enrollment system:

You may enroll online via the Web System [MyPack Portal](#) using your valid Unity ID and password. Your Director of Graduate Programs will release your Advising Hold after you meet. You can obtain your Unity ID and password from Computing Services at (919) 515-HELP (4357). Your student ID number is available in ApplyYourself.

The information necessary to complete your enrollment and the Schedule of Courses are available on the Internet. You may access that information at www.ncsu.edu/registrar/registration. Please read it carefully. You will find both instructions for using the system as well as a link to the enrollment system at that web site.

Most new graduate students will be unable to visit campus prior to the beginning of the semester because of distance, jobs, time constraints, etc. If the Director of Graduate Programs has released your Advising Hold, you may enroll using [MyPack Portal](#) without coming to campus. Otherwise, you may enroll when you arrive on campus during the Late Enrollment Period.

Late Enrollment Period:

Continuing students who enroll during a semester's Late Enrollment period are required to pay their tuition and fees on the date of enrollment and are charged a \$100 Late Enrollment fee. Newly admitted graduate students, who are enrolling for the first time during this period, are exempt from this requirement and will not be charged the late enrollment fee. These students will receive an e-mail notification shortly after the beginning of classes stating that an eBILL statement is available on MyPack Portal. If a student enrolls after the tenth day of the fall or spring semester, they will be required to pay the tuition and fee charges prior to enrollment and will incur a late processing fee of \$150. See the late enrollment period on the semester Enrollment Calendar at www.ncsu.edu/registrar/calendars/index.html. Contact the University Cashier's Office for more information at NCSU, Box 7213, Raleigh, NC 27695-7213; or by phone (919) 515-2986.

MyPack Portal Activity Check-List:

Before the Semester Begins:

- Enrollment
- Address Updates
- Privacy Blocks
- Allow Parental Access to Your Records
- View/Print Your Schedule
- View Your Account Status

After the Semester Begins:

- View Grades
- View Your Unofficial Transcript
- View Your Academic Summary
- Degree Audit
- Progress Reports
- Verify Your Enrollment
- Send Comments/Questions

Important Drop-Add Deadlines:

Check your tuition statement for a due date for tuition and fees

5 th class day*	Last day to add a course without permission of instructor
10 th class day*	Last day to enroll or drop a course with a tuition adjustment
40 th class day*	Last day to drop a class without a grade at the 500-level or above

*For exact dates for your particular enrollment period, see Enrollment Calendar (website noted above).

Pre-Enrollment Actions:

- Enrolling for Courses - It is your responsibility to enroll for courses. Follow instructions online at www.ncsu.edu/registrar/registration.
- Course Requirements and Advising Hold released - Contact the Director of Graduate Programs for your particular program of study to determine course requirements. Program Directors are listed at the following website: www.grad.ncsu.edu/calendar/scripts/appdead2.asp. This person will help you select your course and release your Advising Hold. A list of course offerings may be found online in the Schedule of Courses at the following website: <http://www.ncsu.edu/registrar/courses>.
- Final Academic Record - Transfer students who are currently enrolled in another school or college must have their Registrar forward a final academic record as soon as their grades are available. The final official transcript should be sent to the Graduate School, NC State, Box 7102, Raleigh, NC 27695-7102.
- Change of Entry Date - If you decide not to attend North Carolina State University or would like to be considered for another semester, you must notify the Graduate School NC State, Box 7102, Raleigh, NC 27695-7102 in writing as soon as possible.
- Medical Form - Remember to submit your medical form to the Student Health Services, Box 7304, Raleigh, NC 27695-7304 before the first day of class. **Failure to submit this form prior to the first day of class will result in your registration being cancelled.**
- Housing - If you desire housing and have not received any housing information, contact University Housing, Pullen Hall, NC State, Box 7315, Raleigh, NC 27695-7315; phone: (919) 515-2440. www.ncsu.edu/housing
- Change of Address - It is your responsibility to immediately notify the Department of Registration and Records of any address changes either through [MyPack Portal](#) or in writing to Box 7313, Raleigh, NC 27695-7313. Updating your address is important so you will receive all mail sent from the university.

**For help with your Unity Account call 515-HELP.
Log into your graduate admissions account for your Student ID Number.**

Registration and Records, 1000 Harris Hall, 515-2572