ADVISING UNDERGRADUATES:

A GUIDE FOR SILS FACULTY ADVISORS

Spring 2013

GENERAL EDUCATION REQUIREMENTS

- 120 credit hour total
  - 40 credit maximum in SILS courses (anything beyond this does **not** count toward the 120)
- General Education requirements are established by UNC faculty and are most fully explained in the current *Undergraduate Bulletin*. The Making Connections curriculum seeks to provide for all students:
  - Foundations: The fundamental skills that facilitate future learning
  - Approaches: Broad experience with the methods and results of the most widely employed approaches to knowledge
  - Connections: A sense of how one might integrate these approaches to knowledge in ways that cross traditional disciplinary and spatial boundaries

HOW CAN YOU KEEP TRACK OF GEN. ED. REQUIREMENTS?: TAR HEEL TRACKER

- There are 2 ways: Tar Heel Tracker and Advising worksheets
    - The Tar Heel Tracker (THT), available through ConnectCarolina to students who entered Carolina as first year students in Fall 2009 and later and students who transferred to Carolina in Fall 2011 or later, provides an on-line view of academic progress. THT is a very helpful tool, but is a work in progress.
    - The Registrar has a fantastic training guide on the Tar Heel Tracker, located here.
    - Tar Heel Tracker FAQ

HOW DO YOU KEEP TRACK OF GEN. ED. REQUIREMENTS?: ADVISING WORKSHEETS

▶ Academic Advising worksheets

  ▶ An academic worksheet is a tool that allows you and your advisee to chart your academic progress towards graduation.

  ▶ These are housed in the Main Office; ask your student to bring a copy to each advising session.

  ▶ **Update the academic worksheet during each advising session.**

  ▶ Information Science worksheet

REQUIREMENTS FOR THE MAJOR: PRE-REQUISITES

▶ **Foundations and Quantitative Reasoning Requirements**

 ▶ MATH 152, Calculus for Business and Social Sciences, **OR**
 ▶ MATH 231, Calculus of Functions of One Variable, **OR**
 ▶ STOR 151, Basic Concepts of Statistics and Data Analysis 1, **OR**
 ▶ STOR 155, Introduction to Statistics

▶ **Approaches and Connections Requirements**

 ▶ *Physical and Life Sciences*
   PSYC 101, General Psychology

 ▶ *Social and Behavioral Sciences*
   INLS 101, Foundations of Information Science

 ▶ *Quantitative Reasoning*
   COMP 110, Introduction to Programming, **OR**
   COMP 116, Introduction to Scientific Programming, **OR**
   COMP 121, Introduction to Functional Programming

REQUIREMENTS FOR THE MAJOR: CORE CLASSES

▶ **Core Requirements**: The information science major consists of **10 courses (30 credits)**. The courses required for completion of the BSIS are as follows:

  ▶ INLS 200, Retrieving and Analyzing Information

  ▶ INLS 261, Tools for Information Literacy

  ▶ INLS 285, Information Use for Organizational Effectiveness

  ▶ INLS 382, Information Systems Analysis and Design

  ▶ INLS 523, Database Concepts and Applications

  ▶ INLS 697, Emerging Topics in Information Science (taken in the senior year)

  ▶ Four electives

REQUIREMENTS FOR THE MAJOR: PRE-APPROVED ELECTIVES

▶ The major requires 4 electives (along with 6 core classes), as mentioned on the previous slide.

▶ Pre-approved electives can be found on the SILS website.

▶ If the student would like to use a course not listed here, they need to fill out the Petition for an Elective Form, and it will need to be approved by the Director of Undergraduate Studies.

ADDITIONAL POLICIES

▸ Unless specifically prohibited by departments or curricula, major courses may be used to satisfy General Education requirements.

  ▸ INLS 101 and 200 count as Social Science (SS) credit – Approaches

  ▸ INLS 397/393 counts as Experiential Education (EE) credit – Connections

  ▸ INLS 691H counts as Communications Intensive (CI) credit – Connections

▸ Courses in a student's major or minor department or curriculum, or specifically required by the major or minor, including foreign language courses, electives, and any additional required courses (or any courses cross-listed with such required courses) may not be taken on a Pass/D+/D/Fail basis.

▸ A minimum GPA of 2.0 is required, as is a minimum of C or better in all core classes. The student will need to re-take a SILS course if he/she does not earn a C or better.

▸ 120 credit hours total; a maximum of 40 credit hours in SILS courses

▸ Seniors may register for a senior underload (anything below 12 credit hours) provided they have completed all necessary requirements. Instruct the student to fill out the underload form and submit it to Kaitlyn.

▸ Students may waive INLS 261 (a required course for the BSIS). These is completed by a waiver form. If the student successfully waives 261, they will need to replace the 3 required credit hours with another course.

ADDITIONAL POLICIES: 8 SEMESTER LIMIT

▶ 8 semester limit

   ▶ All students should discuss semester enrollment of fewer than 15 academic hours with their advisor because such enrollments may affect academic eligibility and the ability to complete all degree requirements in the required eight semesters.

   ▶ Students should make every effort necessary to graduate in 8 semesters, as this is the University-wide policy. It carries little exception.

▶ Students who have experienced **exceptionally extenuating circumstances** may request permission to enroll for an additional semester beyond the applicable maximum. (form here)

   ▶ Students who are permitted to enroll in an additional semester beyond the usual maximum are allowed to graduate with **ONLY ONE MAJOR AND NO MINORS** (pursuant to Faculty Council legislation, effective fall 2006).

▶ Petitions are usually approved in order to meet the following needs:

   ▶ to take courses required for graduation which are offered only in certain spring or fall semesters – despite the student's best efforts to complete these in a timely manner;

   ▶ to complete an honors thesis;

   ▶ to participate in a study-abroad program that requires the student to be enrolled as an undergraduate;

   ▶ to serve the University community via special student activities that significantly benefit the campus community;

   ▶ to serve the University as a red-shirted student-athlete or in the capacity of student personnel important to a varsity team and endorsed by the team's coaching staff;

   ▶ to retake a course required for graduation that was failed in the final semester.

DECLARING A DOUBLE MAJOR/MINOR

▶ Students will seek YOUR approval to add a second major or minor.

▶ If you approve, send an e-mail to Kaitlyn (kmurphy@unc.edu) OKing this decision. From there, Kaitlyn will correspond with the student to ensure that the second major/minor gets added.

USEFUL LINKS

- [SILS Undergraduate Handbook](#)
- [Undergraduate Bulletin](#)
- [Information Science worksheet](#)
- [Pre-approved electives for the major](#)