First-Year MS student Checklist
(Assumes a fall admission and full-time status)

Lara Bailey
Graduate Student Services Coordinator
Responsibilities: Admissions, recruitment, orientation, graduate student services (MS), registration, course scheduling, and graduation

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Office Hours:
Monday-Friday 8am to 5pm

Prior to coming to UNC:
- Accept admission in Slate and pay the enrollment deposit. The enrollment deposit will be applied toward your tuition
- Submit FINAL official copies of your transcript that show your degree was awarded to Graduate School so your registration hold can be lifted
- Set up your ONYEN (only name you’ll ever need) and UNC email account
- Submit immunization records to Campus Health via your student center in Connect Carolina
- Automatically enrolled in required health insurance
- If applicable, waive out of the required health insurance if you are getting health insurance as part of your merit-based financial aid award/job OR plan on keeping your own health insurance.
- If applicable, check on your financial aid status (need based or merit based)
- Get into the habit of checking your UNC email
- Get advisor assignment information via email
- Contact advisor about class choices-typical course load 4-3 classes (9 hours is considered full time)
- Register for classes in Student Center in Connect Carolina
- Pay attention to INLS 690 and 890 courses. These are special topic courses that are not normally a part of our curriculum and they vary in credit from 1 to 3.0 hours.
- Learn about Chapel Hill and the surrounding area, find housing!
- Make sure you are on the sils-studentjobs list serve to find out about student job and field experience opportunities

International students:
- Get your I-20 paperwork from the international center
- Schedule your visa appointment in your home country as soon as possible.
- Check the Pre-Arrival Information from the International Center

August Year 1:
- Attend Graduate School orientation (optional)
- Fall bill due (unpaid bills will result in being dropped from all of your classes!)
- RA/TA’s: if your appointment is providing tuition and/or insurance make sure you pay your student fees and defer your tuition bill. All awards will be posted to your account by the end of September
- Get UNC One card
- Pick up computer from student stores, if applicable
- Attend SILS orientation before classes start
- Classes begin for Fall Semester
- The classes you are registered for will show up in Sakai/Canvas (note: not all faculty use Sakai). If you are taking an online course, this is the platform where all the course materials will be
- Make sure you are registered for *INLS 777: Perspectives on Information, Technology and People (fall)*
- Say hello to your advisor
- Adjust schedule, if needed, during drop/add period
- If registered for any 690 or 890 classes make sure you are registered for the right number of credit hours for that class
- If you are bringing in any graduate level transfer credit, submit Transfer Credit Recommendation form, syllabi, and transcripts to Lara Bailey for review

**September Year 1:**
- Labor Day
- Deadline to waive out of required health insurance
- Spring course schedule available on the web
- Start thinking about the classes you might want to take in the spring
- Term activation occurs for upcoming spring semester
- Registration time for spring registration available in student center
- Consider switching advisor if interests or degree (LS to IS, IS to LS) has changed
- Merit-based financial aid awardees: Merit-based tuition and fellowship awards are applied to bill in Connect Carolina by the end of September (estimated)

**October Year 1:**
- Mid-term exams
- Fall break
- Schedule an advising appointment with your academic advisor to discuss your classes for the spring
- Check out special topic classes for spring
- If following a specific track make sure you consult the advising grid to make sure you are fulfilling your requirements

**November Year 1:**
- Register for spring courses- typical course load is 3-4 classes (9 hours is full time)
- Register for *INLS 776 Ethics, Values and Society* for the spring.
- Make sure you are making progress toward your course bin requirements.
- If following a specific specialization make sure you are completing the courses for that track. This is especially important for those doing the Archives and Records Management (ARM) Concentration.
- Bill is generated from cashier’s office for Spring (bill is due in early December)
- Student organization officers elections
- Thanksgiving Break

**December Year 1:**
- School ends for Fall
- Final exams
- Grades available for Fall classes in student portal in Connect Carolina
- ILSSA Holiday Party
- RA/TA’s: if your appointment is providing tuition and/or insurance make sure you pay your student fees and defer your tuition bill. All awards will be posted to your account by the end of February.
- Spring bill due (unpaid bill will result in being dropped from all of your classes!)
- Winter Break

**January Year 1:**
- School starts for Spring
- Make sure you are registered for INLS 776: Ethics, Values and Society (spring)
- Be thinking about which capstone option you would like to do: The research-based paper or the practicum project option
- **For those considering the research option:** be thinking about your topic and which faculty member you might want to work with. Consult with your advisor about your proposed idea/topic.
- **For those considering the practicum project option:** be thinking about who you might want to have on your team, where would like to do your practicum, what kind of project do you want to do?
- Adjust class schedule as needed during drop/add period
- If registered for any 690 or 890 classes make sure you are registered for the right number of credit hours for that class
- Think about doing one our international summer seminars (TBD)
- MLK Holiday

**February Year 1:**
- Summer course listings available over the web
- Fall course listings available over the web
- Consider doing a field experience over the summer
- Meet with our career services coordinator, Lori Haight. Have your resume and/or cover letter reviewed and get help with finding a summer internship or field experience
Term activation for Fall occurs
- Registration time for Fall available in your student center
- Merit-based financial aid awardees: Merit-based tuition and fellowship awards are applied to bill in Connect Carolina by the end of February (estimated)

**March Year 1:**
- Registration for summer school begins
- Consider completing a Field Experience (INLS 795) or other courses over the summer
- Meet with your advisor about classes for Fall
- Make sure you on track with hours and classes needed toward your degree
- Spring Break
- Take advantage of any networking/career development events that you feel might be useful.

**April Year 1:**
- Fall registration begins
- Spring Holiday
- Make sure you get registered for one the capstone prep courses depending on which option you have chosen to do
  - **For those doing the research paper:** make sure you are registered for *INLS 778: Research Methods and Proposal Development*
  - **For those doing the practicum:** make sure you are registered for *INLS 779: Practicum Project Development.*
- Classes end for spring
- Final exams

**May Year: 1**
- Grades available for Spring classes in student portal in Connect Carolina
- Exams end
- Graduation
- Summer Session 1 starts

**June Year 1:**
- Summer Session 1 ends
- Summer 1 exams
- Summer Session 2 starts
  - **For those considering the research option:** continue thinking about your topic and which faculty member you might want to work with. Consult with your advisor about your proposed idea/topic.
  - **For those considering the practicum project option:** continue thinking about who you might want to have on your team, where would like to do your practicum, what kind of project do you want to do?
July Year 1:
- Bill is generated for Fall (due early August)
- Prepay period starts for students who have not registered for classes for Fall
- Apply for NC residency for the Fall (if applicable)
- Summer Session 2 ends

Helpful Links

Newly Admitted Student Information:
- [Graduate School new student information](#)
  Helpful information on accepting your admission as well as steps to take to make your arrival to UNC a little easier
- [SILS new student information](#)
  Resources for newly admitted SILS students
- [SILS Academic Policies](#)
  Academic policy resources for SILS students
- [Campus and Community Guide](#)
  Information on UNC and the town of Chapel Hill
- [Housing and Residential Education](#)
  Information about on and off-campus housing for students

University-wide Student Resources:
- [ConnectCarolina](#): Register for classes, pay your tuition bill, look at your transcript, apply to graduate all in one centralized location
- [The Graduate School](#): Graduate school forms, graduate student academic policies, funding information, graduate admissions
- [Graduate Student Resources](#): Calendars, class registration, health insurance, NC residency, awards, events, life after graduate school
- [Office of the University Registrar](#): Order an official transcript, get proof of enrollment, pick up your diploma, find important dates in the academic calendar, look at a classroom
- [Office of Scholarships and Student Aid](#): Submit your FASFA form, check the status of your loans
- [UNC Cashiers Office](#): Find current tuition and fee rates, payment options
- [International Center](#): Resources for International students and scholars at UNC
- [Dean of Students Office](#): Student assistance for a variety of student related issues
Office of Student Conduct
Honor code information, student conduct policies and procedures

The University Ombuds Office
Provides confidential, impartial advice to students, faculty and staff

Accessibility Services
Assistance for students with mental and physical disabilities

Academic Success Program for Students with LD & ADHD
Assistance for students with documented learning disabilities and/or attention-deficit/hyperactivity disorders

University Career Services
Meet with a career counselor, find a job or internship, attend a career fair

School of Information and Library Science Career Services
Career resources for SILS Students, job hunting tips, job list serves

Graduate Student Professional Development
Graduate student professional development, workshops and resources

Diversity and Multicultural Affairs
Campus-wide diversity efforts, diversity education, resources, and research

LGBTQ Center
LGBTQ resources, education, training, and support services for students, faculty and staff.