

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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919-962-7601

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 ConnectCarolina
- 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.