

Second Year MS Student Checklist (assumes a fall admission entry 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

August, Year 2:

- Start first semester of second year
- For those opting to do the research paper: make sure you are registered for *INLS 778: Research Methods and Proposal Development*
- For those opting for the practicum project: make sure you registered for *INLS 779: Practicum Project Development*
- If transferring in credits, submit Transfer Credit Recommendation form, syllabi and transcripts to Lara Bailey for review.

September, Year 2:

- **For those opting to do the research paper:** Schedule an appointment with your academic advisor and discuss your Master's Paper idea to see if he or she has suggestions as to the best faculty advisor for your paper. Approach the faculty members with whom you might want to work and discuss your idea; from there choose an advisor and ask them if they're willing to advise your paper. Develop a Master's Paper timeline for completion with the help of your Master's paper advisor.
- **For those opting to do the practicum:** Form your practicum project team, pick your site and create your learning contract with your site supervisor
- Schedule an appointment with Lori Haight, Career Services Coordinator, if you would like some help with job hunting, resume and cover letter writing and more.

October, Year 2:

- Prep for registration for the Master's Paper or Practicum course, INLS 992.
- Submit the SILS Course Registration Request form [Forms | sils.unc.edu](https://forms.sils.unc.edu) and upload the required documentation. Student Services will take care of registering you for INLS 992 once registration opens

- Meet with your academic advisor and select the remaining classes for your last semester
- Dual degree students: Make sure you schedule a graduation check with your other department/school to make sure all of your credits are in order.

November, Year 2:

- Registration for the next semester begins. Make sure you are registered for INLS 992 and any other remaining classes that you might need (including any remaining course bin requirements) to reach 48 hours.
- If you are registering for an INLS 490, 690, or 890 make sure you register for the right number of credit hours; the default in ConnectCarolina is 1.0 and most of our special topic classes are 3.0 hours unless otherwise noted.
- Check your hours and class progress in your Student Center in ConnectCarolina or schedule a graduation check meeting with Lara Bailey.
- Bill is generated for Spring (due early December)

December, Year 2:

- **For those doing the research paper:** Complete any needed IRB training and submit your IRB proposal for your Master's Paper.
- Bill is due for Spring

January, Year 2:

- Start last semester of second year.
- **For those doing the research paper:** Continue work on your Master's Paper
- **For those doing the practicum:** start work on your practicum project with your team

EVERYONE:

- Apply to Graduate for May in Connect Carolina.
- Dual Degree students: Make sure you apply to graduate with both SILS and your other department/school.
- Check your progress in ConnectCarolina or make an appointment with Lara to check your progress toward completing your degree.
- Double check that any transfer credit has been applied to your hours.
- Meet with our career services coordinator, Lori Haight. Have your resume and/or cover letter reviewed and get help with the job search.

February, Year 2:

- Graduation applications due to Dean's office.
- **For those doing the research paper:** Continue work on your Master's Paper
- **For those doing the practicum:** continue work on your practicum project with your team. Make sure you are checking in with your faculty advisor and your site

supervisor.

EVERYONE:

- Sign up for the MS Comprehensive Exam.
- Attend one of the three Comp Exam Review Sessions.

March, Year 2:

- **For those doing the research paper:** Continue work on your Master's Paper. Submit draft of paper to advisor for review, continue editing. Check out the Master's Paper formatting guidelines on the SILS website.
- **For those doing the practicum:** continue work on your practicum project with your team. Make sure you are checking in with your faculty advisor and your site supervisor to stay on track

EVERYONE:

- Take the Master's Comprehensive Exam- Friday before Spring break.
- Take advantage of networking events!
- RSVP for Graduation

April, Year 2:

- **For those doing the research paper:** Finish work on your Master's Paper. Submit final draft of paper to advisor for review and make any edits. Check out the Master's Paper formatting guidelines on the SILS website.
- Submit two copies of your Master's Paper to the SILS Office.
- Submit a PDF copy of your Master's Paper and upload it to the Carolina Digital Repository
- **For those doing the practicum:** Finish up your practicum project and your deliverable. Participate in the project fair to present your work.

EVERYONE:

- Results from Comprehensive Exam are available.
- Clear up any Incompletes from prior terms, if applicable (you cannot graduate with an IN on your record).
- Make sure all holds are cleared from your account, such as parking tickets, library fines, or any other outstanding balances with the cashier's office. Check your Student Center in ConnectCarolina; if you have a hold on your account they will not release your diploma.
- Fill out the Graduate School's exit survey (required for graduation!).
- Make sure you attend one of the SILS exit interview sessions with Dean Gary Marchionini. (optional)

May, Year 2:

- Complete your final course work.
- Clear to Graduate.

- Attend Graduation and celebrate!

Helpful Links

Master's Comprehensive Exam Resources:

Comprehensive Exam Guidelines

<http://sils.unc.edu/current-students/masters-students/comprehensive-exam>

Master's Paper Resources:

Master's Paper Guidelines: <http://sils.unc.edu/current-students/masters-students/masters-paper>

Digital Master's Paper Collection: <http://sils.unc.edu/library/collection/masters-papers>

Required Master's Paper Forms: <http://sils.unc.edu/current-students/forms>

University-wide 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

[Disability 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

[The Writing Center](#)

Free writing help for students and faculty

[Commencement:](#)

Up to date information on the University-wide ceremony as well as departmental ceremonies, parking, shuttles, venues and speakers