

Advising BSIS Majors

Student applies to BSIS	February / September
Student is admitted to BSIS	March / October
Registration for 1 st semester as BSIS student	April / November
Student is assigned a faculty advisor	August / January
Student meets with advisor to clear registration hold	Before registration begins
Registration for 2 nd –n th semesters as BSIS student	November / April

As a Professional School, we are the student's Dean's office. Students are assigned a faculty advisor after being admitted to the school. Students will not need to meet with their advisor during the semester they are admitted. However, they are required to meet with their assigned advisor prior to the next registration period, and every semester afterwards, to have the advising hold removed. **It's a good idea to email all of your undergraduate advisees, prior to registration beginning.** Your advising session will generally focus on course selection for the upcoming semester. Once you have met with your advisee and approved their course selections, email the undergraduate student coordinator to have the advisee's registration hold removed.

What's expected of the advisor?

- Advice on classes, what to take, what content is important.
- Career planning, jobs, grad school, what courses for career path. If you don't have the expertise necessary to answer questions about some career paths, you should recommend they speak to the SILS Career Services Coordinator, help your advisee find others at SILS or at UNC that might.
- For classes taught by multiple instructors, you may be asked to recommend one that fits your advisee's learning style.
- Helping your advisees connect with field experiences or independent studies in their area of interest.

What's expected of student service coordinator?

- How to enter major/minor/double major?
- Specifics of GENED requirements
- Student record, Tar Heel Tracker Adjustments, courses/grades

Prerequisites

By the time you are advising an undergraduate in the BSIS program, they should have already completed all **4 prerequisites** for the program:

- PSYC 101 General Psychology
- COMP 110 Intro to Programming
- INLS 161 Information Tools
- INLS 201 Foundations of Information Science

Core

The BSIS curriculum has **4 required courses** (12 credits).

- INLS 382 Information Systems Analysis and Design
- INLS 385 Information Use for Organizational Effectiveness
- INLS 523 Database Concepts and Applications
- INLS 697 Emerging Topics in Information Science (the capstone, taken final semester)

Electives

BSIS majors must take an additional **6 elective courses** (18 credits). This is where students need the most advice. Students can take any 200+ level INLS course as an elective, but they usually need to take electives outside of SILS as well. A good starting point is our list of pre-approved non-INLS electives: <https://sils.unc.edu/programs/undergraduate/bsis/curriculum/electives>

Our “suggested concentrations” page groups some of these external electives with related INLS courses: <https://sils.unc.edu/programs/undergraduate/bsis/curriculum/suggestedconcentrations>

We do not attempt to survey the catalog for external courses that may qualify as new SILS electives. Instead, **we rely on students to identify these courses and petition to have them accepted as electives.** The director of undergraduate studies approves or denies these petitions. A course that is repeatedly approved will be added to the approved list. Students may submit the elective petition form for a class they feel is information Science related <https://sils.unc.edu/student-services/forms>

Dual BSIS-MS

The dual bachelor’s-master’s program enables students to earn a Bachelor of Science in Information Science (BSIS) and Master of Science in Information Science (MSIS) or Library Science (MSLS) at an accelerated pace. Interested students should submit the BSIS/MS Dual Degree intent form found at <https://sils.unc.edu/student-services/forms>.

Dual intent students are eligible to take 4 master’s level courses (12 hours) (in addition to the required courses for the major), that will subsequently be transferred to the master’s program. These 4 classes/12 credit hours are in addition to the 120 hour undergraduate degree minimum. Therefore, students should graduate with at least 132 credit hours.

We require dual degree students to take the following:

- INLS 500 - Human Information Interactions; prerequisite INLS 203
If the student has not taken INLS 203, a different course can be selected
- INLS 520 – Organization of Information
- INLS 581 – Research Methods Overview
In the semester the student plans to graduate.
- INLS 585 – Management for Information Professionals

Double majors

A significant number of BSIS students are double majors. SILS advisors are not expected to advise the second major, but you should be aware of it since these students must plan carefully to finish on time. Usually, up to four courses may count toward both majors. If in doubt, consult with the undergraduate student coordinator.

Advising worksheets for all majors can be found at: <https://advising.unc.edu/plan/worksheets/>. Please pay attention to the requirement term the student is following.

Courses Requiring Permission

*Field Experience

While it is not a required part of the curriculum, many BSIS majors do a field experience (INLS 393), prior to beginning their senior year. Advisors should raise this possibility with advisees. This course satisfies an elective for the major and the Experiential Education requirement for Gen Eds. Please refer to: <https://sils.unc.edu/programs/field-experience/roles-and-responsibilities> for more information.

*Independent Studies

Undergraduates can also do **independent studies** (INLS 396). Be aware that undergraduate-level independent studies are more closely scrutinized and require more structure than graduate-level ones, so only agree to these for exceptional students. Students should complete the Courses Requiring Instructor Approval form: <https://sils.unc.edu/student-services/forms>

*Senior Honors Thesis

Students particularly interested in research and graduate school may want to consider doing an honors thesis (INLS 691H & 692H). Student are eligible to apply at the end of their junior year, if they have taken at least four INLS courses, have a total INLS GPA of at least 3.5 and an overall GPA of 3.3. The electronic application is due by April 1. Students should complete the Honors Application: <https://sils.unc.edu/student-services/forms>

You should also encourage such students to review the opportunities available through the Office for Undergraduate Research: <https://our.unc.edu/>

General Information

Undergraduates need 120 credits (~40 courses) toward their degree. A maximum of 45 credits (~15 courses) may be INLS courses. The minimum number of INLS credits required to complete the BSIS is 36 (~12 courses).

Undergraduates are also responsible for fulfilling the general education requirements, which are currently under revision. The Tar Heel Tracker (see below) is a good tool for checking progress on these.

Tar Heel Tracker

The Tar Heel Tracker is a good tool for keeping track of the various requirements mentioned above and many others not mentioned above. Access it via Connect Carolina:

Student Administration → My Advisees → View Student Details

Under Academics, use the other academic... dropdown select list to select Tar Heel Tracker, and click >>.

Usually correct for GENED requirements, but not always correct for other departments requirements.

Enrollment:

We are the students Dean's Office. We must approve the following requests:

Adding a Minor

Students, who would like to declare a minor, must submit the Minor Request form <https://sils.unc.edu/student-services/forms>. The Student Services Coordinator will review the student's record. If eligible, the minor will be added.

Adding a Second Major:

Students, who would like to declare a second major in the College, must obtain written permission. Students will need to submit the Second major request form <https://sils.unc.edu/student-services/forms>. Once received, the Undergraduate Student Services Coordinator will review the student's record. If determined eligible, a letter of support will be written for the student. The student will then need to make an appointment in academic advising and take the letter to them for review. Arts and Science will make the final decision about adding the 2nd major.

Pass/Failing a Course:

Students should email the undergraduate student services coordinator. The email should include the students Name, PID, Semester, Course and Course section. The undergraduate coordinator will review request to students request and determine if the course is eligible to be pass/failed.

- Course cannot be in major/minor department (even if used as elective!)
- Course declared P/F would no longer meet general education requirement
- Students may NOT P/F a foreign language class being used to satisfy the general education requirement
- Exception - LFIT may be declared PS/F and fulfill the foundations requirement
- Must earn a D or better for PS
- If PS is earned, it does not factor into GPA but hours are awarded toward graduation.

Maximum of 23 hours, composed of:

- No more than 16 hours of student elected pass/fail courses
- No more than 13 of established pass/fail courses (only offered on pass/fail basis)
- This means students can declare up to 16 hours of P/F (from courses they would normally receive a letter grade in) and they can take up to 13 hours of courses already set-up as P/F for a total of 23.

Can declare between 3rd week of classes and end of 8th week of classes (Same deadline as drop)

- Only one course may be P/F per term.
- No P/F in summer, CCO, honors, FYS courses (see Catalog for additional restrictions)

Semester Overloads (19+ hours in fall/spring, 9+ hours in summer term)

- Student must submit electronic overload request form: <https://sils.unc.edu/student-services/forms>
- Must have overall GPA of 2.5 and 3.0 in previous term (some exceptions for graduating seniors)
- Credit limit is increased a few days before classes begin.

Senior Underload

- Student must submit electronic senior underload request form: <https://sils.unc.edu/student-services/forms>
- Students may only underload, if the request is approved
- Only permitted in their final semester
- If course is dropped by Census: receive tuition refund. After Census and through 8th week: no tuition refund and will receive W(C).
- Student is responsible for dropping the course(s)
- Students should inquire with their health insurance and financial aid package before taking an underload

Course Information

Repeating Courses

- No grade replacement. Both grades remain on transcript and factor into GPA; however, may only receive hours toward graduation once (THT will recognize the highest grade earned)
- Students may repeat a course if a higher grade is required (e.g., PSYC 101 must be passed w/C or higher for PSYC major), or if repeating is necessary for full grasp of material before moving on
- When registering for a repeat course, students receive a pop-up message informing them of the repeat policy

Auditing a Course

- Requires instructor and department Chair approval
- No credit or grade awarded; cannot fill degree requirements. Transcript shows AU.

- Students may not take a course for credit that they have previously audited.
- Allowed in lecture-based classes only.

Inter-Institutional Registration

- UNC-CH, UNC-G, UNC-C, NC State, Duke, NC Central
- One course per term
 - Summer (must also be enrolled in one course at UNC-CH)
 - Fall/spring: must be registered for full load between UNC courses and I-I course (9+3 okay)
- Equivalent course at UNC-CH cannot be offered in same term.
- Counted as part of UNC tuition for the term
- Counts toward course load limit in term.
- Grade counts in GPA
- May take as elective credit; as general education credit or as major/minor credit (approval required)

Steps for Inter-Institutional Enrollment

- Student obtains form from the Office of the University Registrar (available on Registrar's website)
- Student should meet with the undergraduate student services coordinator for appropriate signatures.
- Does not count as course in-residence (@ UNC) in major/minor.

Carolina Courses Online (COO)/Distance Learning

- No more than 2 CCOs/distance learning courses can be used in a major or minor
- Maximum of 24 hours of distance learning coursework may count toward a degree
- First-year, first-semester students cannot enroll in a Carolina Courses Online
- Can only take 1 online course a semester if enrolled full time, 2 if not enrolled on campus
- Maximum of 2 distance learning/online courses per summer session
- Degree-seeking undergraduate students may not enroll in self-paced coursework
- Effective Summer 2017 and forward: 01W distance learning courses *taken in summer* count toward the 24 hour limit. 01W courses in fall or spring semesters DO NOT.
 - 990-994 (Friday Center Distance Learning Carolina Courses Online)
 - 01W-09W (On-Campus Web Delivery Courses)

Study Abroad

In addition to short-summer seminars abroad, SILS also has formal study abroad agreements. For more information on the agreements visit: <https://sils.unc.edu/programs/international/studyabroad>.

Students interested in going abroad should meet with an advisor in the Study Abroad Office. Students, who plan to go abroad and are interested in taking courses for the INLS major, should meet with the SILS International Programs Coordinator.

Policies and Procedures**• Registration**

- Registration timeline:
 - For Summer: Mid-March
 - For Fall Semester: early April
 - For Spring Semester: early November
- Students are assigned a day and a time. Dates are based on terms-in-residence; enrollment times are randomly generated and occur in 15-minute increments
- Once the registration window opens, stays open 24/7
- For fall/spring, the initial enrollment limit is 17 hours. "Open Enrollment" is when the credit limit increases to 18, which is closer to the start of the semester. This allows all students the best chance to put together a full schedule.
- Can Waitlist one course. Waitlisted hours count toward maximum enrollment limit
- How do the terms in residence and classification differ?
 - 0-29 hours: first-year
 - 30-59 hours: sophomore
 - 60-89 hours: junior
 - 90+ hours: senior
 - *versus*
 - Registration enrollment appointment date is assigned based on terms in residence, not hours earned

• Drop/Add Policy

- Add Policy
 - Week 1- Students Add on Connect Carolina
 - Week 2- Students must see Department to be added
 - After week 2: Need instructor signature and Deans approval on Add Form
- Add Forms
 - After week 2: Student takes add form to instructor to be signed, and then meets with a Dean for approval. Dean will often require an email from the instructor verifying permission and outlining a clear plan to complete missed work.
- Drop Policy
 - 10 class days (through Census) to drop a course without any consequence. Students can drop online during this period (exception: student athletes, which must complete a paper drop form).
 - After Census, and through 8th week, students can still drop online but will receive a W notation (WC)
 - W will not impact GPA
 - 16 hours of WC grades allowed over the course of their undergraduate career.
- Consider Eligibility Requirements when discussing drops with students:
 - Number of hours required to enter the following semester
 - 2.0 GPA
 - 2/3 ratio of attempted versus passed

ADD / Students may ADD a 1.5 course that meets twice a week through the 3rd class meeting date.
Students may ADD a 1.5 course that meets once a week through the 2nd class meeting date

DROP / Students may DROP a 1.5 course that meets 2 times a week-through the 6th class meeting date.
Students may DROP a 1.5 course that meets once a week through the 3rd class meeting date.

- **Cancelling Registration**

- Dropping ALL classes
- Before classes start:
 - Student submits an online Cancellation form via *registrar.unc.edu>Academic Services>Withdrawals & Cancellations>Submit a Request to Cancel Registration*.
 - Must be completed before first day of classes.
- After classes start: Need LONA [letter of non-attendance]
 - Student must obtain an email (from UNC account) or letter signed on departmental letterhead from all instructors. Letter or email must list the course and section number, semester, student name, PID, and a CLEAR statement that the student never attended the class. This is required for each course on the student's schedule
 - Send to Ann Oldham for processing

- **Withdrawal (more details in Academic Options session)**

Withdrawing from the current term (dropping all classes on schedule)

- Any reason, student's choice
- Does not count as semester-in-residence (*one exception; see below)
- Withdrawal through Census Date (11:59PM): No W grades, do not count as hours attempted for eligibility purposes.
- Withdrawal after Census: Receive W grades, do count as hours attempted for eligibility purposes.
- Deadlines:
 - Fall/Spring: Last day of classes
 - Summer: Next to the last day of classes
- Must apply for readmission if withdraw from Fall or Spring term
- Students should consider implications on financial aid, housing, VA benefits etc.
- Effective date is the date the student submits the form (this can impact refund amount, if applicable)
- Submit in Connect Carolina ("withdraw from UNC")
 - Prior to 8-week drop deadline (or comparable date in summer): Do not need grades from instructors
 - After 8-week drop deadline (or comparable date in summer): Must submit Instructor Grade Input form for **every** class.
 - Fall/Spring: if 6 or more hours of F grades reported, then those grades are recorded *AND the semester counts as a semester-in-residence.*

- Summer: Must get grades if enrolled in 5 hours or more, and if 5+ hours of F reported, then grades are recorded.
- Is routed to Dean's office for approval
- If withdrawing for medical or psychological reasons, should consult CAPS or CHS re: withdrawal.
 - Deadlines are the same but do not have to get grades
 - May require clearance before readmission
 - No W grades on transcript
 - Can still do academic withdrawal if CHS or CAPS not willing to withdraw

Medical Underload through CAPS or CHS

- Students initiate directly through CAPS or CHS (Academic Intervention appointment)
- Must be approved by 10th day of classes (aka Census Date)
- Valid for one semester only, and allows drop to 9 hours (unless otherwise specified in approval, but approval for fewer than 9 hours is rare). Students with serious and chronic medical/psychological conditions may be approved for an ongoing permanent underload.
- Students may drop through the last day of classes (not subject to the standard drop deadline) *{Awaiting final confirmation re: W grades}*

Transfer to Part-Time Studies

- Deadlines: November 1 in Fall, April 1 in Spring
- To 8 or fewer hours
- Must stay part-time for at least two semesters
 - Exception: graduating seniors who will be graduating the following term
- Should consider impact on housing, financial aid, etc. If transfer to part-time mid-semester, will maintain access to full-time student privileges during the term in which they transfer, but do not have full-time privileges in subsequent part-time terms.
- Complete paperwork
 - Complete Intra-University Transfer form and agreement form. Make copy of agreement form for student.
 - Drop form (if applicable): Include courses to be dropped. *[Awaiting clarification W grades.]*
 - Give completed forms to staff member, who will forward to Friday Center
- Accrue a semester-in-residence for every full increment of 15 hours earned during fall or spring terms (not summer) while part-time.
- Students contact Friday Center to initiate process of returning to full-time.

General Education

- Two letter codes (WB,LA, LFIT)
- Foundations does not overlap with other Gen Eds
- Approaches may overlap with Connections
- Approaches cannot overlap with Supplemental Educ.
- Connections may overlap with Approaches OR Supplemental Educ
- Major and Minor requirements may also overlap with Gen Eds

- **Grades and Grading Scale**
 - Standard A-F grades; no A+, no D-. D and D+ are passing grades.
 - 4.0 GPA Basis
 - Grading notations:
 - IN - Incomplete (calculates as failing grade in GPA until resolved)
 - Must be resolved by the 8th week of the following fall/spring semester, or converts to F*
 - After 8th week, instructor is not required to accept late work, but may by choice
 - AB - Absent from Final Exam (calculates as failing grade until resolved)
 - Indicates student could pass the course if final is taken
 - Instructor usually requires an exam excuse from AAP to take final
 - Must be resolved by last day of classes of following fall/spring semester, or converts to F*
 - SP - Satisfactory Progress (usually given for first semester of honors thesis)
 - Does not calculate into GPA and does not count as hours earned until replaced with a letter grade.
 - W - Withdrawal (awarded when class dropped after census or approved by academic appeal)
 - Does not calculate into GPA
 - NG - No Grade
 - Often seen on study abroad credits that have not been finalized
 - Frequently seen in association with pending honor court cases
 - XF
 - Permanent failing grade as a result of honor court violation
 - NR - Not Reported
 - Usually given if an instructor has not turned in grades by a certain deadline
 - F*
 - Previously a grade of AB or IN that was not resolved
 - Calculates as F in GPA
 - FA
 - Indicates the student did not attend the final exam but would have failed the course even having taken the exam
 - Calculates as F in GPA
- **Exam Excuses**
 - **Student should email the UG Coordinator for SILS.**
 - Issued after drop deadline through the last day of classes.
 - Final Exam Schedule is posted on Registrar's Website.
 - Faculty must adhere to the published schedule. Provost's office must approve any deviation from the published schedule.
 - Students are expected to consult the exam schedule in advance of planning for travel, etc.

- Exam excuses for students who:
 - Have 3 exams within 24 hours (start time to start time – ex. 8 am Monday, 4 pm Monday and 8 am Tuesday)
 - Have 2 exams at the same time
 - Excuses for any other special circumstances, or excuses after the last day of classes, require a Dean's approval
 - If a student is ill and misses a final, the student must contact Campus Health to be placed on the infirmity list.
 - Student should contact 919-966-6573 (Nursing Services) for instructions on how to be added to list
 - If an exam that is part of the conflict is a Common Hour exam, then that is the exam to be rescheduled.
 - Unless make-up times are already established by the academic department, the student works directly with instructor to schedule make-up.
 - Instructor can give make-up as late as LDOC of next term.
 - Remind students that temporary grades (AB/IN) can impact eligibility standards and may go on "Warning" as a result.
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- **Basic Requirements for graduation**
 - 120-124 credit hours (can differ depending on major)
 - One major (minors or double majors are not required)
 - All General Education requirements
 - 2.0 GPA
 - 8 semester-limit
 - Effective fall 2007
 - Do not have to be consecutive terms
 - Unlimited summer school sessions
 - Professional schools
 - Can grant additional semesters at their discretion
 - A &S: if a ninth semester is needed, must appeal.
 - Tenth semesters are rare.
 - Students may retain a double major or minor, but a 9th semester will NOT be granted solely to complete a 2nd major or minor unless minimum hours are needed for graduation.
 - Student-Athletes
 - Red-Shirts (student-athletes with eligibility remaining in their 5th year) must apply for a ninth or tenth, which will be approved
 - Transfer students who transfer in 30+ hours of credit (TR) taken post-high school (BE not included) will automatically be granted a 9th and 10th. Do not have to apply for 9th or 10th term.

Additional Resources:

Advising Resources

- **Advising Website**
<https://advising.unc.edu/>
- **Catalog**
<http://catalog.unc.edu/>
- **Registrar's Calendar**
<https://registrar.unc.edu/academic-calendar/>
- **Transfer Credit Information**
<https://admissions.unc.edu/credit/credit/>
- **Campus Resources:**
<https://indd.adobe.com/view/cd400386-cc96-411f-a8a9-b8380900d3ab>
<https://studentsuccess.unc.edu/student-resources-overview/>
- **Summer School:**
<https://summer.unc.edu/>
- **Sakai:**
<https://sakai.unc.edu/portal>

Students in Crisis

Campus Resources

- **Counseling and Psychological Services**
<https://campushealth.unc.edu/services/counseling-and-psychological-services>
- **Campus Health**
<https://campushealth.unc.edu/>
- **Accessibility Resource Services**
<https://accessibility.unc.edu/>

- **Office of Scholarships and Student Aid**
<http://studentaid.unc.edu/>
- **Equal Opportunity and Compliance (Including Title IX)**
<http://eoc.unc.edu/>
- **LGBTQ Center**
<https://lgbtq.unc.edu/>
- **Dean of Students Care Team Report**
<https://deanofstudents.unc.edu/carereport>
- **Student Emergency Fund**
<https://deanofstudents.unc.edu/student-support/student-emergency-fund>
- **Resources and information about discrimination, harassment, sexual violence, interpersonal violence, and stalking**
<http://safe.unc.edu>