Faculty Advising Guide
Graduate Students

Typical Course load:
- 3 to 4 classes or 9 to 12 hours a semester
- 9 hours is considered full time for a graduate student
- Most full time students take 12 hours (4 classes) per semester

Advising basics:
First Year Student
- Students must complete the technology competency test before arriving at UNC.
  - Make sure your advisee has completed the test
- Course waivers should be submitted early in their program
- English proficiency exam is no longer required for new incoming international students
- Recommend three required courses
- One 3.0 hour INLS elective OR two 1.5 credit INLS 690 courses OR a graduate level course outside of SILS
- Encourage them to look at the advising grids for some direction
- WISE Classes
- Inter-Institutional Registration (Classes at Duke, NC State, UNC-G, NCCU)
- Suggest a field experience/internship after they have completed 18 hours of coursework

Second Year Student:
- Check credit hours
- Make sure they have fulfilled or are in the process of fulfilling their requirements
- Use advising grids as a guide to give direction or make sure they are completing the requirements toward that particular path (ex: ARM or School Library Media)
- Encourage special topic classes INLS 690 or 890 courses if they are interested in something specific (ex: Project Management)
- Classes outside of SILS are great way to supplement their educational experience.
- WISE classes
- Inter-Institutional Registration (Classes at Duke, NC State, UNC-G, NCCU)
- Should register for Masters Paper 992 in last semester
- Encourage student to attend Comprehensive Exam review session
- Make sure they sign up to take the Comprehensive Exam

Credit Hours:
- 48 credit hours are required for the MSIS or MSLS degree
o INLS 261 does not count toward the master’s degree
o Classes numbered 400-699 are considered graduate/undergraduate level classes and classes numbered 700-999 are graduate level only and will count toward a graduate degree.

Students can transfer in up to 9 graduate level credit hours into the master’s program

Helpful links

SILS Curriculum Information
MSIS Curriculum Information
MSLS Curriculum Information

Courses:
UNC Directory of Classes
Registrar’s office directory of classes for all of UNC-Chapel Hill
SILS Courses
Information on classes offered at SILS including course descriptions and frequency

Advising Resources:
Adviser Center in Connect Carolina
Look up information on your advisees including course history, grades, credit hours toward Graduation, and more.
MSIS Advising Grids
Specializations available for MSIS Students
MSLS Advising Grids
Specializations available for MSLS students

Other helpful resources:
The Graduate School:
Graduate school forms, graduate student academic policies, funding information, graduate admissions
Office of the University Registrar
Registration information, academic calendar
Office of Scholarships and Student Aid
Need based loan information
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
Career resources for all UNC students

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