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 and PHD), registration, course scheduling, and graduation

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Office Hours:
Monday-Friday; 8am-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 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
- 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
- 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 day before classes start
- Classes begin for Fall Semester
- The classes you are registered for will show up in Sakai (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 581, Research Methods Overview
- 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)
- Bill is generated from cashiers office for Spring (bill is due in early December)
- Student organization elections (officers
o Register for INLS 581 if you did not take the class in the Fall
o Thanksgiving Break

**December Year 1:**
o School ends for Fall
o Final exams
o Grades available for Fall classes in student portal in Connect Carolina
o ILSSA Holiday Party
o 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.
o Spring bill due (unpaid bill will result in being dropped from all of your classes!)
o Winter Break

**January Year 1:**
o School starts for Spring
o Be thinking about your masters paper topic and who you might want to work with
o Consult with your advisor about your proposed idea/topic
o Adjust class schedule as needed during drop/add period
o If registered for any 690 or 890 classes make sure you are registered for the right number of credit hours for that class
o Think about doing one our international summer seminars to London or Prague
o MLK Holiday

**February Year 1:**
o Summer course listings available over the web
o Fall course listings available over the web
o Consider doing a field experience over the summer
o 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
o Term activation for Fall occurs
o Registration time for Fall available in your student center
o 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:**
o Registration for summer school begins
o Consider completing a Field Experience (INLS 795) or other courses over the summer.
o Meet with your advisor about classes for Fall
o Make sure you on track with hours and classes needed toward your degree
o Spring Break
o Attend second year student orientation
Take advantage of networking events

April Year 1:
- Fall registration begins
- Spring Holiday
- Register for INLS 781 Proposal Development in the fall (next step toward your master’s paper or project)
- 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
- Be thinking about your Master's Paper topic.
- Be thinking about who you would like to advise your master's paper or project.

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.