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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919-962-7601
Office Hours:
Monday-Friday; 8am-5pm

Prior to coming to UNC:
- Accept admission in ApplyYourself 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.
- Complete Technology Competency test
- Register for INLS 161 if chose not to complete technology test (*Does not count toward degree 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
- 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)
- Register for INLS 581 if you did not take the class in the Fall
- 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
- Be thinking about your masters paper topic and who you might want to work with
- Consult with your advisor about your proposed idea/topic
- 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 of our international summer seminars to London or Prague
- 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 are on track with hours and classes needed toward your degree
- Spring Break
- 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.
Fall 2017 Important Dates

August 23: Classes begin for Fall 2017
August 29: Last day to add a class using the web
September 5: Labor Day (No Classes)
September 6: Census Date/Last day to reduce course load and have your tuition adjusted (withdrawal follows a different schedule and tuition is prorated)
October 11: University Day (classes cancelled from 9:30am-12:30pm)
October 18: Last day to drop a class using the web
October 19-October 23: Fall Break (No classes)
October 25: Last day to withdraw for credit
November 22: Last day for a graduate student to drop a class (form required)
November 22-November 27: Thanksgiving Break
December 7: Classes end for Fall 2017
December 8 & 14: Reading Days
December 9, 10, 12, 13, 15, 16: Final Exams
December 14: Winter Commencement

Full registrar’s calendar: http://registrar.unc.edu/academic-calendar/