

Second Year MS Student Checklist (assumes a fall admission entry and full time status)

Second semester of Year 1:

- Register for INLS 780 (Research Methods) or INLS 781 (if you started in Fall 2013) for the upcoming first semester of your second year along with any other courses you need.
- 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.

Over the summer between Year 1 and Year 2:

- Be thinking about your Master's Paper topic.
- Be thinking about who you would like to advise your paper.
- Consider completing a Field Experience (INLS 795) or other courses over the summer.
- July: Bill is generated for Fall (due early August)

August, Year 2:

- Start first semester of second year and make sure you are registered for INLS 780 or INLS 781 if you started after Fall 2013.
- Write up a paragraph or two describing your Master's Paper topic/research question.
- If transferring in credits, submit Transfer Credit Recommendation form, syllabi and transcripts to Lara Bailey for review.
- Make sure all course waivers (e.g., INLS 461) have been completed and approved.

September, Year 2:

- 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.
- 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:

- Register for the Master's Paper Course, INLS 992. Fill out the permission required form available on the SILS website under Current Students > Forms. Return your completed form to the SILS office to get registered. The section number is dependent on which faculty member will be your advisor (ask him/her for this number).
- 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 all required courses) 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:

- Complete INLS 780, Research Methods.
- 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.
- Continue work on you Master's Paper.
- 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.

- Continue work on Master's Paper.
- Sign up for Comprehensive Exam.
- Attend one of the two Comp Exam Review Sessions.

March, Year 2:

- Take the Master's Comprehensive Exam- Friday before Spring break.
- 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.
- Take advantage of networking events!
- RSVP for Graduation so you can be put into the count for ticket allotment.

April, Year 2:

- Bring draft of your Master's Paper to the SILS office for a format check before you print!
- 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
- 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.

May, Year 2:

- Complete your final course work.
- Pick up Graduation tickets from SILS office.
- 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