



Master's Program Handbook 2017 – 2018

Last revised: July 2017

Welcome to the Master's program at the School of Information and Library Science at The University of North Carolina at Chapel Hill! We hope that your time spent here at SILS will be a positive experience. This handbook was created to serve as a resource to guide you through your degree program here at SILS. If you have any questions or concerns during your time here, please feel free to contact your advisor, one of the program coordinators, the Associate Dean, or a member of the Student Services Staff. We will be glad to help you.

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FACULTY OF THE SCHOOL

Individual professor websites are listed on the main SILS Faculty webpage linked above

Gary Marchionini, Dean
Ron Bergquist, Associate Dean for Academic Affairs
Paul Jones, MSIS Program Coordinator
Brian Sturm, MSLS Program Coordinator

Professors

Stephanie Haas
Sandra Hughes-Hassell (Frances Carroll McColl Term Professor)
Christopher (Cal) Lee
Robert Losee
Gary Marchionini (Cary C. Boshamer Distinguished Professor)
Barbara Moran (Louis Round Wilson Distinguished Professor)
Javed Mostafa
Arcot Rajasekar (Frances Carroll McColl Term Professor)
Helen Tibbo (Alumni Distinguished Professor)
Barbara Wildemuth

Associate Professors

Melanie Feinberg
Claudia Gollop
David Gotz
Brad Hemminger
Brian Sturm

Assistant Professors

Jaime Arguello
Robert Capra
Mary Grace Flaherty
Amelia Gibson
Mohammad Jarrahi
Ryan Shaw
Zeynep Tufecki

Clinical Professors

Paul Jones (Director, [ibiblio](#))

Clinical Associate Professor

Cliff Missen (Director, [WiderNet](#))

Clinical Assistant Professors

Ronald Bergquist

Lecturers

Denise Anthony

STAFF OF THE SCHOOL

Emails and contact information for the following staff members can be found at the page linked above.

Administrative Staff

Tammy Cox, Assistant Dean of Administration
Maggie Hite, Administrative Office Support
Joey Landry, Human Resources Consultant
Martha Martin, Contracts and Grants Specialist
Susan Sylvester, Executive Assistant
Michelle Taylor, Accounting Technician

Student Services

Lara Bailey, Graduate Student Services Coordinator
Tiffany Harris, Undergraduate Student Services Coordinator
Mariell Ruiz, Carolina Health Informatics Program (temp)

Career Services

Lori Haight, Career Services Coordinator

Research

Casey Rawson, Postdoctoral Research Associate
Kam Woods, Research Scientist

Development

Stephanie Kretz, Director of Development

Communications

Katherine Perales, Communications Coordinator

International Programs

Kaitlyn Murphy, International Programs Coordinator

Information Technology

Aaron Brubaker, Director of Information Technology
Brian Nussbaum, Desktop Support and Help Desk Manager

SILS Library

Rebecca Vargha, Librarian
Kenny Jones, Library Technical Assistant

DIVERSITY STATEMENT

In support of the University's diversity goals and the mission of the School of Information and Library Science, SILS embraces diversity as an ethical and societal value. We broadly define diversity to include race, gender, national origin, ethnicity, religion, social class, age, sexual orientation and physical and learning ability. As an academic community committed to preparing our graduates to be leaders in an increasingly multicultural and global society we strive to:

- Ensure inclusive leadership, policies and practices;
- Integrate diversity into the curriculum and research;
- Foster a mutually respectful intellectual environment in which diverse opinions are valued;
- Recruit traditionally underrepresented groups of students, faculty and staff; and
- Participate in outreach to underserved groups in the State.

The statement represents a commitment of resources to the development and maintenance of an academic environment that is open, representative, reflective and committed to the concepts of equity and fairness.

~The Faculty and Staff of the UNC School of Information and Library Science

SILS Diversity Advocate Certificate:

SILS students are encourage to complete the requirements for the [SILS Diversity Advocate Certificate](#). Students who complete the requirements for the certificate are recognized at the SILS Graduation ceremony in May with a pin and certificate of completion.

CAMPUS DIVERSITY 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.

Women's Center

Resources for matters relating to gender equality and women's empowerment

ACADEMIC ADVISING

Upon admission to SILS, each Master's student is paired with a faculty advisor based on the student's area of interest as described in the student's application. Students are encouraged to meet with their advisor at least one time per semester, most importantly around registration time. If a student wishes to change his or her academic advisor, the student should fill out the [Change of Academic Advisor Notification](#) form which is available on the SILS website. The student should complete the form and get the required signatures before submitting the form to a member of the Student Services Staff. The Student Services Staff will then make the advisor change.

CURRICULUM

The curriculum for the MSLS and MSIS is a combination of a set of required courses and electives of the students choosing for a total of 48 credit hours required to complete the degree. Each student is required to complete the [SILS Information Technology Competency Requirement](#) prior to the start of their first semester. Students who opt to not take or do not pass the technology test should take INLS 161 (Information Tools) to satisfy this requirement. INLS 161 does not count toward the 48 credit hours required for the master's degree. Most students complete the degree within two years, however you do have up to five years to complete the degree.

Master of Science in Library Science (MSLS)

48 semester hours of graduate level work

- 22.5 hours of required core courses
- 25.5 hours of elective courses

Satisfactory completion of a comprehensive examination

Satisfactory completion of a master's paper or project (included in the required credit hours)

Course	Credit Hours	Suggested semester taken
161, Information Tools or successful completion of the SILS Information Technology Competency Requirement	0	First semester
500, Human Information Interactions	3.0	First or second semester
501, Information Resources and Services	3.0	First or second semester
513, Resource Selection and Evaluation	3.0	First or second semester
520, Organization of Information	3.0	First or second semester
581, Research Methods Overview	3.0	Students MUST take INLS 581 in their first or second semester.
585, Management for Information Professionals	3.0	Third semester
781, Proposal Development	1.5	Third semester. Students MUST have taken INLS 581 PRIOR to taking INLS 781.
992, Masters Paper	3.0	Final Semester
TOTAL required	22.5 hours	

Master of Science in Information Science (MSIS)

48 semester hours of graduate level work

- 28.5 hours of required courses
- 19.5 hours of elective courses

Satisfactory completion of a comprehensive examination

Satisfactory completion of a master's paper or project (included in the required credit hours)

Course	Credit Hours	Suggested semester taken
161, Information Tools or successful completion of the SILS Information Technology Competency Requirement	0	First semester
500, Human Information Interactions	3.0	First or second semester
509, Information Retrieval	3.0	First or second semester
520, Organization of Information	3.0	First or second semester
523, Database Systems I	3.0	First or second semester
560, Programming for Information Professionals	3.0	First or second semester
581, Research Methods Overview	3.0	Students MUST take INLS 581 in their first or second semester.
582, Systems Analysis and Design	3.0	First or second semester
585, Management for Information Professionals	3.0	Third semester
781, Proposal Preparation Development	1.5	Third semester. Students MUST have taken INLS 581 PRIOR to taking INLS 781.
992, Masters Paper	3.0	Final Semester
TOTAL required	28.5 hours	

Explanation of Core Class Requirements

General SILS Required Classes

Information Technology Competency Requirement: Test OR INLS 161 Tools for Information Literacy

All Masters students must either pass the Competency Test or take 161 (for which they cannot receive graduate credit. In other words, it doesn't count toward the degree. The rationale is that to succeed at SILS all students should have a minimal level of technical skills, all of which are covered in this course.

INLS 500 - Human Information Interaction

This class is a readings-focused course designed to give you a thorough introduction to the varied nature and perceptions of the LIS field. This course will cover a wide range of LIS theory and ideas that will help you contextualize further classes and material. Since students come into SILS with a variety of backgrounds in LIS, this class is meant to help even that out and provide a common foundation for all students to use in their subsequent coursework. For that reason, it is often recommended that this course be taken earlier rather than later during your time at SILS.

INLS 520 - Organization of Information

This class is focused on how systems of organization are created, developed, and used. Basic organization tools such as schemas and taxonomies will be thoroughly explored, and these concepts will help inform your work with information in general.

INLS 581 - Research Methods

This class is an overview of how to *read and understand* research. Many of the readings you will do for your classes will involve empirical research studies, and this course should help you assess the validity of the methods used in research. This class is meant to serve as preparation for your Proposal Development Class, and your Master's paper, which you will write typically during the second semester of your second year.

INLS 781 - Proposal Development

This class an introduction to how to format a research proposal, particularly your master's paper topic, in collaboration with your master's paper advisor (chosen during the class) and the course instructor. The intent is to get the concept and methods chosen and your literature review well developed, so that once you register for your master's paper during your last semester, you already have your ideas thoroughly thought through.

INLS 992 - Master's Paper

This class is your opportunity to do your own research study, using methods appropriate to the questions you want to answer.

INLS 585 - Management for Information Professionals

SILS has a strong commitment to educating the next generation of information and library *leaders*, not just practitioners. Learning to manage people and organizations is fundamental to being a leader.

LS-Specific:

INLS 513 - Resource Selection and Evaluation

This class addresses how you build and maintain a collection, one of the fundamental aspects of many librarian positions. While some jobs will have little input into collection development, knowing how to assess resources for selection and weeding is an ongoing part of most librarians' job descriptions and is an important skill to have.

INLS 501 - Information Resources and Services

This class covers reference sources and interactions, and the services most libraries offer their patrons.

Both INLS 513 and INLS 501 help the SILS degree to meet knowledge requirements for ALA accreditation. You can read more about the knowledge requirements for accredited programs here: <http://www.ala.org/educationcareers/accreditedprograms/standards>.

IS-Specific:

INLS 509 - Information Retrieval

This course covers a core topic in Information Science. Topics include common IR models and performance evaluation. The fundamental theories and techniques are also

used in related applications such as text/data mining, recommender systems, and other social media tools.

INLS 560 - Programming for Information Professionals

This is a basic programming course, currently taught in Python. Basic programming skills are necessary for using/adapting/creating a number of applications and programs in other courses, and in personal/professional life. In general, once you have learned one programming language, you have also learned how to learn other languages.

INLS 523 - Introduction to Database Concepts and Applications (aka DB 1)

This course introduces the design, development, and use of relational database management systems. It is the first course in the SILS database series, and is the pre-requisite for INLS 623, DB 2. Just about every student will be using, building, and/or participating in the design, of databases in their career. If you understand what a database designer/developer needs to know about your requirements, and can express them in “database language”, you have a better chance of getting a system that meets your needs.

INLS 582 - Systems Analysis

This course works through the process of information system design, working in a group with an external client to help solve a real information problem. It’s a good combination of theory, best practices, and real-life experience. Includes ethical design, accessibility, and project management as well. The experience is similar to most students’ future work environment; working with other people, collaboration towards a common goal, the occasional unpredictable client, etc. But it also provides a tangible outcome; some students build on this project in other classes. Finally, many projects help clients who have a real need, but few resources.

Electives

In addition to the above required courses, each student should work with his or her advisor to select a coherent set of electives that will meet the student’s professional objectives. These elective courses may come from the course offerings at SILS, from other departments on campus, through inter-institutional registration, or WISE courses. INLS course listings as well as course listings from other departments are available through ConnectCarolina or in the [Graduate Record](#).

Concentrations and Specializations

Concentrations and specializations within the MSIS or MSLS program at SILS provide students the opportunity to concentrate or specialize within a specific area of information and library science. While concentrations or specializations are not required, they can be helpful when thinking about potential future career paths and when making course selections. Students take a suggested group of courses that allow them to explore their interest in further depth.

Concentrations

Concentrations are officially recognized by the Graduate School and a notation will appear on the student’s official transcript when all of the requirements for the concentration have been completed.

[Archives and Records Management \(ARM\) Concentration.](#)

The Archives and Records Management concentration can be completed with either the MSLS or MSIS degree. Students who are interested in the ARM concentration are encouraged to declare their intention to complete the concentration early so that all of the course work can be completed on time.

Specializations

Specializations are not officially recognized by the Graduate School and a notation does not appear on the student's transcript. The faculty has produced a series of advising grids that are intended to help students determine the direction of their coursework. Below are listed some of the suggested specialization areas available within the curriculum at SILS. Specializations are NOT required.

MSIS Specializations

- Data Analytics
- Database Design and Development
- Digital Humanities
- Digital Libraries
- Human Computer Interaction
- Human Information Behavior
- Information Retrieval
- Information System Design and Development
- Organization of Information & Materials
- Special Libraries and Knowledge Management

MSLS Specializations

- Academic Libraries
- Adult Services in Public Libraries
- Children and Youth Services in Public Libraries
- Digital Libraries
- Organization of Information and Materials
- Reference, School Library Media (students who are interested in the School Library option should choose this option early on due to the extra courses that are required for certification)
- Special Libraries and Knowledge Management.

Dual Degree Programs:

SILS offers seven dual masters programs allowing graduate students to earn two degrees at the same time. This option can be especially attractive for students who are interested in going into a particular specialty area:

- Art History (MAH)
- Business Administration (MBA)
- Government (MPA)
- Health Policy (MHA or MSPH)
- Law (JD)

- Nursing (MSN)
- Public History with NC State University

Graduate Minors

Graduate students are allowed to have a minor in addition to their major. Minors come from outside of SILS and are made up of a series of related courses. At least nine credit hours are required to complete a Graduate Minor in addition to the courses required to complete the degree. A student considering a minor should first talk to their advisor to make sure it compliments their course of study and goals. The minor must be approved by the Directors of Graduate Studies in both the major and minor programs. If approved, the student should complete the [Minor Declaration form](#) and obtain the required signatures, then return the form to the Student Services Staff so that it can be submitted to the Graduate School for approval. When the minor is completed it will be noted on the student's official transcript. More information on [Graduate Minors](#) may be found in the Graduate School's Handbook.

Graduate Certificates

SILS offers several [graduate certificates](#) that allow master's students to develop strength in pre-defined areas of specialization in information and library science. Requirements for the certificates vary, so students should discuss the requirements with their advisor. Completion of the requirements for a certificate results in a note on the student's transcript. SILS offers certificates in the following areas:

- Bioinformatics
- Clinical Information Science
- Digital Curation
- Health Informatics
- Interdisciplinary Health Communication
- International Development
- UNC Nonprofit Leadership Certificate

Field Experience

Master's students are encouraged to participate in the Field Experience Program or part-time employment opportunities as related to their area of interest. Students may enroll for INLS 795: Professional Field Experience, after they have completed eighteen (18) hours of graduate coursework toward their degree. During the Field Experience, students will be supervised on site by an information or library professional and will work with a SILS faculty member as an advisor. For more information on the Field Experience program, please visit the [Field Experience website](#).

Independent Studies

Independent study courses allow students to explore a topic in depth under the direction of a specific faculty member. Credit awarded for an independent study course (INLS 696) can range from one to six hours depending on the scope of work. Students interested in completing an independent study should contact the faculty member with whom they are interested in working and jointly develop a learning contract prior to registration.

Transfer Credit

Master's students are allowed to transfer up to nine (9) hours of graduate-level coursework into their Master's program. To transfer in credit the student must complete the [Transfer Credit Recommendation Form](#) available on the Graduate School's homepage. Included with the form must be a transcript from the school from which you wish to transfer credit to UNC and a syllabus and/or detailed course description for each course. Please return the completed form to the Student Services Staff in the SILS Main Office. Once approved by the Graduate School, transfer credit will be applied to the student's record.

COURSE EXEMPTIONS

INLS 161: Information Tools

Successful completion of the SILS Information Technology test waives the INLS 161 requirement. Students who opt to not take the test must take INLS 161 in their first semester. INLS 161 does NOT count toward the master's degree. The technology test carries no credit.

Other Course Waivers

Students who feel they possess the knowledge of the material found in any SILS required course can also request a waiver. The student must complete the [Petition to Exempt Required Course](#) form and the student must include a justification as to why they should be allowed to waive out of the course. The completed form must be returned to the Student Services Staff in the SILS Main Office for review. If the course waiver is granted, the student will not be required to take that particular course. The student is not awarded any hours and must find a course to replace it.

ACADEMIC RESOURCES

Disability Services

Assistance for students with intellectual and physical disabilities

Academic Success Program for Students with LD & ADHD

Assistance for students with documented learning disabilities and/or attention-deficit/hyperactivity disorders

REGISTRATION PROCEDURES

Students register for courses through their Student Center in ConnectCarolina on their assigned day and time. Students can view their registration time in their Student Center. A complete list of courses, course descriptions, and schedules are available on the [SILS website](#).

The typical course load for a full-time graduate student is between nine (9) and twelve (12) hours or three to four classes a semester. Students wishing to be part time should register for less than nine (9) hours a semester. The maximum course load for a graduate student per semester is fifteen (15) hours or five (5) classes. On rare occasions, students wishing to take more than fifteen (15) hours in one semester should consult with their advisor first, obtain their approval, and then submit the request for an overload to the Graduate Student Services Coordinator. Taking more than fifteen (15) hours in a semester is not recommended. Full time students should expect that their academic work will occupy approximately 36 (if taking 3 courses) to 48 hours (if taking 4 courses) per week, at a minimum. Thus, it is SILS policy that full time students should not accept more than 20 hours of employment (on or off campus) during the fall and spring semesters.

Permission Required Courses

Registration for the Master's Paper (INLS 992) or an Independent Study (INLS 696) requires the student to fill out the [Proposal for Courses Requiring Instructor Permission](#) form and include a learning contract which includes the goals and deliverables required to complete the class successfully. The student must obtain the signature of the faculty member who is advising the work on the form and return the form to the Student Services Staff. The Student Services Staff will then register the student.

REGISTRATION ADD/DROP

Adding classes:

Students should make sure they are registered for classes including masters paper and dissertation hours no later than the census date listed on the [registrar's office website](#). This date is usually two weeks after the semester begins. Late adds will not be accepted after the census date unless there are circumstances that prevented the student from registering on time.

Adding a half semester course:

A 1.5 credit course that meets twice (x2) a week must be added by the third (3rd) class meeting and a 1.5 credit courses that meets once (x1) a week must be added by the second (2nd) class meeting.

Dropping courses:

Students are permitted to drop classes within the time period allowed by the [registrar's office](#). Late drops will not be accepted after the last day for a graduate student to drop a class unless there are circumstances that prevented the student from dropping the class before the drop date.

Dropping a half semester course:

A 1.5 credit course that meets twice (x2) a week must be dropped by the 6th class meeting and a 1.5 credit courses that meets once (x1) a week must be dropped by the third (3rd) class meeting.

REGISTRATION RESOURCES:

[ConnectCarolina](#)

Register for classes, pay your tuition bill, look at your transcript, or apply to graduate all in one centralized location

[Office of the University Registrar](#)

Order an official transcript, get proof of enrollment, pick up your diploma, find important dates in the academic calendar, or look at a classroom

[Sakai](#)

Look at the syllabi for your registered classes, post in forums, turn in classwork, and see what materials are needed for your classes.

GRADING

Graduate grading is as follows:

H: High Pass

P: Pass

L: Low Pass

F: Fail

IN: Incomplete (no longer valid for INLS 992 starting Fall 2015)

AB: Absent from Exam

Grade reports are not mailed to you, but you are able to view your grades for each term in your Student Center in ConnectCarolina.

ADDITIONAL REQUIREMENTS FOR COMPLETING THE DEGREE

Master's Comprehensive Exam

The [Master's Comprehensive Exam](#) is required of all graduate students. The exam is administered in both the fall and spring semesters. For students who are planning on graduating in December, the comprehensive exam is held the Friday before Fall Break, and for students who are planning on graduating in May or August, the comprehensive exam is held the Friday before Spring Break. The school holds review sessions to assist students in preparing for the comprehensive exam. Prior years' questions are available in the SILS library for students to review. The comprehensive exam is not administered over the summer.

Master's Paper

Each Master's student is required to complete [INLS 992: Master's Paper](#) as part of their graduate studies. This requirement allows SILS students the opportunity to approach a problem in a substantial and scholarly way. The master's paper or project is completed in the student's last semester.

The master's paper is based partly or completely on original data gathered by the student, or on secondary analysis of existing data pertinent to library and information work. Master's papers may include, but are not restricted to, experimental studies, historical studies, content analyses, case studies or surveys.

The master's project involves the design of a solution to a technical problem in library or information work. Master's projects may include, but are not restricted to, testing and evaluations of existing programs and/or systems design. The project must be thoroughly described in writing. This should include analyses of various approaches to the problem and its proposed solution. In many respects this documentation should resemble a position paper or a consultant's report.

GRADUATE SCHOOL POLICIES

SILS is a division of the Graduate School and must abide by all policies set forth by the Graduate School. The [Graduate School Handbook](#) contains most of the policies and procedures that are set by the Graduate School. Students are encouraged to become familiar with the content and if they have any questions regarding these policies to speak to their advisor or the Student Services Coordinator.

Academic Eligibility

Three grades of Low Pass (L) or a single failing grade (F) automatically make(s) a student academically ineligible. A hold will be placed on the student's record and they will not be allowed to continue in the program. To continue in the program a student must first meet with their academic advisor and/or the Associate Dean to discuss a plan of action. The student then must fill out a [Request for Reinstatement](#) form which is available on the Graduate School's website. The student will then need to return the form to the Student Services Coordinator for program approval and final approval by the Graduate School. If reinstated, the student will receive a letter from the Graduate School stating they have been reinstated and are now eligible to continue in their course of study.

Honor Code Violations

All students are expected to uphold the ideals the honor code including academic and personal responsibility, and citizenship as laid out in the [Honor Code](#). Students can become academically ineligible for honor code violations including plagiarism, cheating on exams, or other honor code violations.

Withdrawal

Withdrawing from the University requires an Application for Withdrawal form which is done electronically through Connect Carolina. Students should pay attention to the refund schedule for the semester in which they are withdrawing, regarding the percentage of tuition they will get back. Please consult the [Cashier's Office](#) website for a list of specific dates.

Leave of Absence

Students who are in good standing and have not exceeded their five year limit to complete the Master's degree may request a leave of absence from the program for a definite period of time (up to one year) during which the student may not make any academic progress. Students who are eligible for a leave of absence must be in good standing, should not have received an extension of time to complete their degree, or have any IN or AB grades remaining on any classes.

Students who are considering a leave of absence should consult with their advisor and/or the Associate Dean about the leave of absence and a course of action that the student plans to take while they are on leave. The student then needs to fill out the [Request for A Leave of Absence](#) form, available on the Graduate School's website, and then return it to the Student Services Manager for processing. If the leave of absence is approved, the student will receive a letter from the Graduate School.

Readmission

Any time a student was not registered for classes at UNC-CH during the previous semester or when a student has completed their leave of absence, he or she must be readmitted to the program. The student must fill out the [Readmission Application](#), available on the Graduate School's website, and return it to the Student Services Coordinator. If the readmission is approved, the student will receive a letter from the Graduate School.

North Carolina Residency for Tuition Purposes

[N.C. Residency for Tuition Purposes](#) is the basis for paying in-state rates for tuition and fees. N.C. residency status is determined by the Graduate School. The Graduate School has [information](#) on their website that covers the requirements, process, and steps that students need to take in order to obtain N.C. Residency.

STUDENT AFFAIRS RESOURCES:

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

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

Graduate and Professional Student Federation

Student government for graduate and professional students that advocates for graduate students, collaborates with and connects graduate students across disciplines both professional and academically.

International Students:

International Center

Resources for International students and scholars at UNC

Financial Resources:

Office of Scholarships and Student Aid

Submit your FASFA form or check the status of your loans

UNC Cashiers Office

Find current tuition and fee rates, payment options

GRADUATION

Applying to Graduate

Students wishing to graduate in any given semester must apply to graduate in ConnectCarolina. The deadlines for filing a graduation application vary by semester and students should consult the registrar's office calendar for specific dates. The general time periods that graduation applications are due are: fall: early October, spring: early February, and summer: early July.

The application for graduation in ConnectCarolina can be found under the Academics Tab in the Student Center; choose "Apply for Graduation".

Graduation Ceremony

SILS holds a departmental graduation ceremony in May. Due to space limitations, an RSVP is required to attend the SILS Commencement Ceremony. Watch the SILS website for up to date information.

The University holds commencement ceremonies in May and December that students are welcome to attend. For up to date information on the University wide ceremony including venue, speaker, and parking information, please visit www.unc.edu

Regalia

The school has a limited number of gowns, caps and hoods that graduates are welcome to borrow for the ceremony. Regalia is available on a first come, first served basis. Graduates will need to obtain their own tassel which can be bought from Student Stores. Graduates are also welcome to buy their own regalia at Student Stores. The Master's in library/information science hood color is lemon yellow.

Tickets

Tickets are required for the May ceremony, due to the larger volume of people and limited space in the ceremony's venue. Each student will get a limited number of tickets for friends and family to attend based off the number of graduates who RSVP for the event by the deadline.

Diplomas

Diplomas for graduates are mailed by the registrar's office to the student's mailing address that is listed in their Student Center. Graduates need to make sure their address is up to date in their Student Center to ensure accurate delivery of their diploma. Students graduating in May, can pick up their diploma from the registrar's office once they have cleared to graduate until the end of May. After that the diploma will be mailed to the student's mailing address listed in Connect Carolina.

Graduation Ceremony Information

Commencement Information

Up to date information on the University-wide ceremony as well as departmental ceremonies, parking, shuttles, venues and speakers

CAREERS AND PROFESSIONAL DEVELOPMENT

The career opportunities that exist for graduates from the School of Information and Library Science are growing at a rapid pace. The information industry is one of the fastest growing sectors of the economy. As more information is produced it becomes imperative that information be collected, organized, and managed properly so that it will be accessible to those who need it. Information professionals and librarians play an increasingly important role in all types of information organizations, enabling users to access the information they need.

Career Services

Students are encouraged to seek out the SILS Career Services Coordinator for advice on cover letters, resumes, or help with the job hunting process. The [Careers Section](#) of the SILS website has a wide collection of resources for students in all stages of the job seeking process. SILS also works very closely with [University Career Services](#), which can also provide graduate students assistance with their career needs.

Part-time jobs (on and off-campus), assistantships, field experience and internships opportunities are available through the sils-studentjobs list serve. Full-time jobs for after graduation, are advertised through the email list SILS-Jobs. SILS students who have finished three or more courses in the school (except those holding two-year CALA Assistantships) are eligible to apply for internships with the Environmental Protection Agency and other organizations, mostly located in Research Triangle Park or in the surrounding area.

Professional Development

The Graduate School also offers a series of [professional development](#) workshops and resources available for students. The workshops are free and enable students to develop skills that increase their job hunting abilities.

CAREER RESOURCES:

[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

[University Career Services](#)

Meet with a career counselor, find a job or internship, or attend a career fair

FACILITIES/RESOURCES

SILS Library and Computer Lab

The [SILS Library](#) is part of the UNC-CH Academic Affairs Library System and its collections are available for use in the Library by all interested persons. A complete description of the library's services is available through the SILS website. The current collection consists of over 86,000 volumes and several hundred serials titles. In addition to the professional collection of materials in information and library science, the Library maintains a juvenile collection in support of courses taught in SILS and in the School of Education. Reserve books and articles are selected and placed "On Reserve" by faculty teaching courses in the School. Some course materials are placed on reserve in the SILS Library.

The SILS computer lab is located in the School's Information Technology and Resource Center in Manning Hall and is available to students enrolled in SILS courses and programs. (The lab is also available to other university students, but preference is given to students taking courses at SILS.) The computer lab is divided into two adjacent areas and includes a computer classroom and a general-purpose area. Combined, the two areas have almost 40 PC's available for student use, plus space for use of student laptop machines. A very large selection of software is available including data management, word processing, publishing, statistical analysis, internet tools, graphics, development tools, multimedia, etc. Student assistants staff the lab help desk and are available to answer questions with hardware or software problems. A complete list of the resources available in the lab, plus a list of frequently-asked questions, is available on the [SILS ITRC website](#). In addition to the resources described, computing facilities available to students extend elsewhere into Manning Hall. All classrooms contain both wireless and wired networks, an instructor PC, and a ceiling mounted projector. The wireless network extends around and within Manning Hall.

SILS Student Lounge

SILS students also have access to a small student lounge in Manning Hall. The lounge is equipped with a sink, refrigerator, and microwave, as well as a phone available for local calls. The lounge is locked; the combination for the lock can be obtained from the Student Services Staff.

Lockers:

Lockers are provided by request for the use of undergraduate majors and graduate students at SILS. Locks are provided for students by SILS. Locker requests must be made in 100 Manning Hall. Students requesting a locker must complete and sign the [Locker Policy and Registration form](#). Please do not store valuables such as laptops, money or jewelry. Students may use their locker during their entire time at SILS. Upon graduation, lockers must be cleaned out and all personal items must be removed. Students should notify Dean's office once they have graduated or if the locker is no longer in use. Lockers are located on the garden level, second and third floors of Manning Hall.

SILS STUDENT ORGANIZATIONS

Students are encouraged to become involved in student organizations during their time at SILS as serving on the board of an organization is a great opportunity for professional development, personal enrichment, as well as giving back to the SILS community. All SILS students, from undergrads to PhDs, are automatically members of ILSSA. Elections for most student organizations are held in December unless otherwise noted and the elected officers serve for the following calendar year.

AMLISS: Art and Museum Library and Information Student Society

AMLISS is interested in the intersection of the arts, museums, visual resources, librarianship, and records management. We provide opportunities for professional development and engagement with the local arts scene through lectures, workshops, special events, and field trips. We co-host the Art + Feminism Wikipedia Edit-a-Thon and hope to broaden the scope of future AMLISS activities to include performing arts and history museums.

Website: amliss.web.unc.edu/

Facebook: [facebook.com/AMLISSUNC](https://www.facebook.com/AMLISSUNC)

ASIS&T: American Society for Information Science and Technology

ASIS&T is the campus chapter of the [Association for Information Science & Technology](http://www.asis.org), which is dedicated to fostering intellectual discourse and career development for information professionals worldwide. Our student chapter advances those goals at the local level, by sponsoring lectures, panel discussions, field trips, and other activities. We focus on areas such as database administration, information architecture, user-centered design, and web development.

Website: asist.unc.edu

Facebook: www.facebook.com/uncasist

CheckedOut: SILS Diversity

CheckedOut is the SILS student organization that promotes discussion of diversity issues in LIS education and the field.

COYL: Coalition of Youth Librarians

The Coalition of Youth Librarians (COYL) is a community of SILS students interested in pursuing library work that directly impacts children and teen patrons. While the majority of members pursue a specialization in Children and Youth Services, the group is open to all current SILS students. COYL will host special events throughout the year including author talks, Banned Books Week campus readings, and programming discussions. Meetings are held bimonthly.

Facebook: <https://www.facebook.com/groups/silscoyl/>

DSA: Doctoral Student Association

The DSA is the official organization for SILS Ph.D. students. All doctoral students are automatically members of the DSA. The organization works towards improving communication among doctoral students, masters students and faculty by participating in SILS governance and sending representatives to most SILS committees. They elect officers annually in November and hold monthly meetings.

ILSSA: Information and Library Science Students Association

ILSSA serves as the overarching student organization for all of SILS. All SILS students are automatically members of ILSSA and are encouraged to participate in and get involved with ILSSA events. ILSSA's main responsibilities include planning social and professional development events for students, as well as serving as a liaison between students, faculty, and staff as SILS continues to grow and develop. If you'd like to get involved, or are curious for more details on what ILSSA does, feel free to reach out to any of the board members below, as well as check out our website!

Website: ilssa.unc.edu

Instagram: [uncilssa](https://www.instagram.com/uncilssa)

Twitter: [@uncilssa](https://twitter.com/uncilssa)

SCALA: Student Chapter, American Library Association

SCALA connects the SILS community with the larger professional organizations available, including the American Library Association and the North Carolina Library Association. We work to facilitate networking and informational events to connect students with professionals in the area. All full-time and interested part-time SILS students at UNC-CH are considered full members and can enjoy all of SCALA's events and offerings. We run an essay writing contest in the fall to send a SILS student to the ALA Annual Conference, and in spring we run the three day SILS used book sale. Feel free to reach out to any of the board members if you have questions or browse our various social media channels.

Website: scala.web.unc.edu

Instagram: [scalaunc](https://www.instagram.com/scalaunc)

Twitter: [@scalaUNC](https://twitter.com/scalaUNC)

SCOSAA: Student Chapter of Society of American Archivists

SCOSAA is dedicated to the professional development of SILS students by broadening their understanding of issues related to the archival, museum, and cultural heritage professions. The student chapter organizes field trips, schedules speakers and explores volunteer and field experience possibilities.

SLA: Special Libraries Association

A special library is an information agency sponsored by a private company, government agency, a not-for-profit organization, or a professional association. The student chapter of the SLA educates and involves students in special information and library center work environments and sponsors speakers from the professional community and frequent tours to area special libraries. Membership in a student chapter of the SLA helps to establish a close relationship between the individual and the state and national organization.

ISSUE: Information Science Student Undergraduates Empowered

ISSUE is the student organization representing the undergraduate information science students at the UNC-CH. Any undergraduate interested in pursuing a degree or minor in SILS is extended membership to ISSUE and exposed to internship opportunities, guest speakers and cutting edge technologies. Our goal is to represent the interests of the undergraduate Information Science students as well as increasing public awareness of our program. We hope to foster a connection between undergraduates, graduates and faculty in SILS to create an inclusive and encouraging SILS community.

COMMUNICATION

Email is our primary means of communication with students. Students should into the habit of checking their email messages frequently. Students should regularly receive messages addressed to the lists: SILS-Announce and SILS-Masters through your UNC email account (the email address registered at onyen.unc.edu). These are often messages from the Dean's office or Student Services Staff. Other list serves are also available for students; students will need to subscribe to those of interest to them.

Upcoming SILS events are posted on the [SILS Homepage](#) in the Events section. You should check this calendar throughout the term. In your last semester, pay particular attention to deadlines for filing graduation application forms, signing up for the comprehensive exam, and turning in your master's paper. If you ever have any questions, just ask!