

NEW STUDENT INFORMATION SHEET & CHECK LIST - 5 Pointers!

Congratulations!

Welcome to the Department of Library and Information Science at the Catholic University of America! We are happy that you have joined us. Below, is a check list that will navigate throughout your journey through the program.

1. New Admissions

- Pay your \$300 enrollment deposit via Cardinal Station
- Read and **accept** the "[Statement of Financial Responsibility](#)" via the link in the Finances section of your student center in [Cardinal Students](#)
- Set-up authorized pay in cardinalpay
- Obtain your student I.D. card (must be registered for a course).
- Activate your I.D. card for library privileges @ Mullen Library circulation desk
- Contact and meet with your assigned faculty advisor who will assist you as you make your academic plans

2. Now you are ready to start the program!

- See [LIS Schedules page](#) - <http://lis.cua.edu/courses/schedules.cfm> for course offerings
- Register for your course(s) via [Cardinal Students](#)–
- Keep in mind the add/drop deadline for registering for classes. Visit the Enrollment Service web page for important academic dates and deadlines: <http://enrollmentservices.cua.edu/Registration-and-Records/AcademicCalendar.cfm>
- Check out the Arts & Sciences Graduate Studies FAQ - http://graduates_studies.cua.edu/FAQ.cfm
- Visit the CUA bookstore – Barnes and Noble – 625 Monroe St. N.E., Washington, DC – (202)594-3300
- Qualify to complete the program with 30 credits only. Please make sure LIS has your official transcript from the Institution you've received your advanced degree.

3. Preparing for your Comprehensive Exam!

- Meet your advisor to enroll in Comps, LSC 698A (with classes) or LSC 698B (without classes)
- Rsvp for a comps workshop – A workshop is held one time for each semester.
- Submit the Comps Verification Form
- Visit the LIS comps page for valuable information to prepare you for the exam (study tips, guidelines practice questions and F&A)
- Work with your advisor to discuss your practice essay and strategies

4. Ready for Graduation? Catholic University holds one commencement in May every year.

- Visit CUA's website to check out all you need to know about ordering your cap and gown, the day of graduation (CUA's main commencement and A&S's diploma ceremony).
- Submit your diploma application and apply for graduation (via Cardinal Station) by the deadline.

March comps takers – (degree conferred in May – distributed at the May Commencement)

July comps takers – (degree conferred in October – diploma mailed October 31)

October comps takers – (degree conferred in January – diploma mailed January 31)

5. After Graduation!

Congratulations on your achievement! We at LIS would love to know what our students are doing and what career opportunity you've embraced. Share your story with us and other students, send us news for our blog and do just one last step before you go out into the world!

- Complete the exit survey! We would appreciate your feedback to continue to contribute to the success of our students. Thank you and we hope you will stay in touch!

The Catholic University of America
 Department of Library and Information Science
 Course Progress

Student Name	Email	ID
Phone:		Advisor Name
Date Reviewed		Semester Started
Course of Study		Mandatory Comps Advising Date

Required MSLIS Degree Core Courses (4 courses: 12 credits)

Number	Title	Planned	Completed	Grade
551	Organization of Information			
553	Information Sources and Services			
555	Information Systems in Libraries and Information Centers			
557	The Information Professions in Society			

Electives (8 courses: 24 credits)

Number	Title	Planned	Completed	Grade

Note: all courses are three (3) credits. Total minimum required credits for graduation are 36 credits (12 courses). If you have another master's degree, your total LIS courses for graduation are 30 credits.

Total Credits Completed for LIS MSLIS (as of review date)
