

**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 checklist that will navigate throughout your journey through the program.

**1. New Admissions**

- 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!**

- Register for your course(s) - registration
- Keep in mind the **add/drop deadline**. Visit the Enrollment Service web page for important academic dates and all deadlines: <http://enrollmentservices.cua.edu/Registration-and-Records/AcademicCalendar.cfm>
- Check out the FAQ - Graduate Studies – <http://graduatestudies.cua.edu/FAQ.cfm>
- Visit the CUA bookstore – Barnes and Noble – 625 Monroe St. N.E., Washington, DC – (202)594-3300
- Qualifications to complete the program with 30 credits only**. Please make sure LIS has your official transcript from the Institution which you've received your advanced degree.

**3. Preparing for your Comprehensive Exam!**

- Work with your advisor to discuss your practice essay and strategies
- Meet your advisor to complete the advisee checklist needed to enroll in Comps: LSC 698A (with classes) or LSC 698B (without classes)
- Rsvp for a comps workshop – A workshop is held 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)

**4. Ready for Graduation? Catholic University holds one annual commencement every May**

- Visit CUA's website to check out all you need to know about commencement, including ordering the cap and gown, and other specifics
- 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 achievements! We at LIS would love to know what our students are doing and what career you've embraced. Share your story with us and other students, send us a blog post, join the LinkedIn group of other LIS Alumni.

- Complete the graduate student survey. We appreciate your feedback. 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 M.S.L.I.S .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 is 36 credits (12 courses). If you have another graduate degree, your total required is 30 credits.

Total credits completed for MSLIS (as of review date) \_\_\_\_\_