

STUDENT CHECKLIST - 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 to help you navigate through the program.

1. New Admissions

- Pay your \$300 enrollment deposit via Cardinal Students
- 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 (optional)
- Stop by Leahy 124 to obtain your student I.D. card – [the Cardinal Card](#) (must be registered for a course)
- Activate your Cardinal 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). Keep in mind the **add/drop deadline** for registering for classes. See the [LIS Student Calendar](#) or visit the Enrollment Service web page for the university academic calendar.
<http://enrollmentservices.cua.edu/Registration-and-Records/AcademicCalendar.cfm>
- Check out the Graduate Studies FAQs - <http://graduatesstudies.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 where you received your advanced degree.
- Join the [CUA LIS LinkedIn group](#)

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 early each semester.
- Submit the Comps Verification Form
- Visit the LIS comps page for valuable information to prepare for the exam (study tips, guidelines, practice questions)
- Work with your advisor to discuss your practice essay and strategies

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

- Keep an eye out for job opportunities on both the [career portal](#) and the [lis-jobs google group](#)
- 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 the Arts & Sciences' diploma ceremony).
- Submit your diploma application and apply for graduation (via Cardinal Students) by the deadline.

March comps takers – (degree conferred in May – diploma distributed at 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 graduates are doing and what career opportunity you've embraced. Share your story with us, write a blog post, keep in touch, join [the slis-alum google group](#), and do just one last step:

- Complete the exit survey. Your feedback is needed so we may continue to improve our program for future students. Thank you and stay in touch!

The Catholic University of America
Department of Library and Information Science

Degree 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 is 36 credits (12 courses). If you completed another master's degree before matriculation, your total LIS is 30 credits (10).

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