

ADVISING BULLETIN

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Addendum

Tips on Course Selection and Registration

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First Step: Communicate with Your Advisor

You must communicate with your advisor to get approval for the courses you plan to take in a given semester. Once you have that approval, your advisor sets your Banner account so that you can register.

Attention: Tuition Waiver (TAP) Students

<http://www.usg.edu/employment/benefits/tuition/policy.phtml/>

Tuition waiver (TAP) students may not do early registration, and registration dates for tuition waiver students always start later than for regular students. If you know you want a course or, even more importantly, *need* a course to complete a track or graduate or have as a pre-requisite leading to other courses you plan to take, as a TAP student *you should inform the instructor of that course in advance*. Simply e-mail the professor(s) (cc your advisor, too) letting them know what course(s) you plan to take. Let them know if you have a pressing need.

Core Courses versus Electives

Advisors generally recommend that you complete the MLIS 7100, MLIS 7200, and MLIS 7300 core courses as early in your program of study as possible. If you look at the Proposed Courses 2008-2010 bulletin (http://www.valdosta.edu/mlis/student_resources/documents/2007-08_No.2_AdvisingBulletin.pdf), you will see that we list these core courses every fall and every spring semester. The MLIS 7700 Research Methods course is better taken later, as close to your Capstone course as possible.

Electives are *generally* offered every two years. There are a few exceptions to this such as MLIS 7370 Information Architecture which is a required course for the Technology Track. It is, therefore, offered once each year.

You need to work out a schedule of courses that gets the core courses done, but at the same time, lets you take the electives that fit your professional goals when they come around in the two-year rotation. For example, if you are a new student interested in the Cataloging and Classification Track, you should take MLIS 7300 this spring and also be considering MLIS 7370. If you are going for a generalist program of study (no track), we recommend taking at least one follow-up course to 7100 (e.g., taking 7150 or 7160 in fall 2008), 7200 (e.g., taking either 7210 or 7240 this spring), and 7300 (e.g., 7330 this spring or 7350 in fall 2008).

If you are a student who entered the MLIS program prior to Fall 2007, and you still need core courses, you should give those priority.

Have a Backup Plan

With the rise in enrollment (which is great for the program!), it will not always be possible to get your first choices as courses. Select alternate courses that fit your goals or elected track requirements (if you declare a track).

Tuition waiver students: When you fill in your courses on your TAP form, make sure that you include the names and course numbers for those courses that you can use as alternates.

Transfer of Credits Advice

If you ***completed a Master's degree prior to entering the MLIS program***, you should talk to your advisor about credits that fit the MLIS program's guidelines for transfer eligibility. Transfer of such credits have no time limit, but the earlier you incorporate transfer credits into your plan of study, the better off you are in terms of advance planning.

If you ***completed graduate credits not applying to a Master's degree before entering the MLIS program OR you want to take graduate-level credits at another institution at some point during your MLIS program***, you should also talk to your advisor about transfer eligibility. Credits earned under these circumstances have a 7-year limit, i.e., you must have taken them within 7 years of your *date of graduation* from the MLIS program.

Develop a Program of Study

As you can see, developing a program of study with your advisor can make your graduate-school experience more meaningful and less stressful. The MLIS faculty members are currently developing a form that you can use to fill in your courses under Core, Electives and Transfer categories. Stay tuned!