The Admissions and Financial Aid Committee is a standing committee of the School of Library and Information Studies. The Admissions and Financial Aid Committee serves in an advisory capacity for matters pertaining to the administration of the application and admissions process for the two master’s degree programs of the School, the MLIS and MSKM, and for matters pertaining to the policies and procedures for financial aid offered by the School. In addition, it makes recommendations to the Director and the faculty relative to the consideration of new policy and to the interpretation and implementation of existing policies. In particular, the Committee is charged with the following:

- oversight of the School’s policies and procedures related to admission of students to the graduate programs of the School of Library and Information Studies:
  1. review of policies and procedures related to admission of students to the graduate programs of the School of Library and Information Studies and recommendation of revisions to such policies and procedures;
  2. regular review of applications for admission or readmission to the School’s graduate programs in accordance with established admissions policies and procedures and recommendations regarding admission or readmission based on such review;
  3. oversight of generation of regular reports to the faculty providing summary data regarding admissions activities and oversight of the generation of reports for use in informing prospective and current students and alumni of the nature of the student body.

- oversight of the School’s policies and procedures related to financial aid:
  1. review of policies and procedures related to financial aid and recommendation of revisions to such policies and procedures;
  2. annual examination of endowed financial award accounts; determination, based on the criteria established for each account, of the numbers and amounts of aid to be made for the following year; and recommendations regarding transfers between the principal and expendable accounts for endowed accounts;
  3. annual review and updating of the announcement and application for financial award; review of applications, identification of financial award recipients, and oversight of the notification and confirmation processes for aid.

Membership: 2 SLIS faculty members, SLIS Coordinator of Student Services, 1 SLIS graduate student

For 2008/2009, the Admissions and Financial Aid Committee is specifically requested to accomplish the following while seeking advice from faculty and students:

- Design and implement a detailed system that tracks admission and matriculation on both a semester and annual basis. Analyze the matriculation/admission ratio for 2007-2008 and 2008-
2009. *Provide recommendations for procedures to gather information on why admitted students do not matriculate and for appropriate changes needed to increase yield.*

The committee discussed the matriculation issue and recommended that a procedure should be put in place to track information on whether students decided to enter another program, could not afford to attend school at this time, or decided this is not the career path for them. Maggie designed the attached form and she will be sending it to students starting fall 2009.

Dr. Van Fleet reviewed the admissions committee handbook and presented suggested corrections/changes to it. The committee members discussed these updates and it was decided that the application packets for both the MLIS and MSKM degrees required updating.

- **Examine current criteria and procedures for admission of students to the graduate program and make any needed recommendations for change relative to enhancing the diversity of the student body.**

The committee discussed the current criteria and procedures for admission of students to the graduate program might be needed to enhance diversity of the student body. The School’s admissions procedures state, “Applicants are evaluated by the Admissions Committee after reviewing all of the admission materials. All admission materials, and not just the GPA and GRE scores, will be used in determining the admissibility of applicants within each priority. Also, consistent with its affirmative stance of diversity, the Admissions Committee will give particular consideration for admission to those students who are members of special population groups.” The committee feels that these statements adequately reflect the School’s commitment to holistic review of applications, giving careful consideration to those students who are members of special population groups. The committee discussed how enhancing diversity is also a matter of recruitment and marketing/targeted marketing to underrepresented groups and the possibility of providing funding for specialized recruiting in places with larger numbers of potential students from diverse backgrounds.

- **Analyze student success in end of program assessment against variables considered in the admissions process.**

This item was discussed by the committee and it is still an ongoing discussion. There is seems to be a relationship between the students grades, GPA and comprehensive exam. Some students seem to have problems with the writing components of the comprehensive exam. One suggestion that was made in the faculty meeting and it is under consideration by the Graduate Studies Committee is the take home exam. The take home exam will also address the online offering and the need to administer the comps without requiring the students to be onsite.

- **Others**

The committee compiled information about the GRE in other schools and concluded that most LIS school required the GRE. The committee does not see the need to change that requirement.

The committee also met on March 13 to award scholarship.
Admissions and Financial Aid Committee

Handbook

March 10, 2006

I. Structure of the Admissions and Financial Aid Committee

a. The Admissions and Financial Aid Committee shall consist of 1) two regular faculty members appointed by the Director of the School of Library and Information Studies, 2) the School’s Coordinator of Admissions/Academic and Student Support Services, and 3) one student. The Director of the School of Library and Information Studies shall
normally serve as an ex officio member of the Committee.

b. One of the two faculty members of the Committee will serve as Chair of the Committee.

II. Duties of the Admissions and Financial Aid Committee

a. Admissions Policy and Procedures

The Admissions and Financial Aid Committee shall, as needed or as requested by the Faculty of the School of Library and Information Studies, review policies and procedures related to admission of students to the graduate programs of the School of Library and Information Studies and recommend revisions to such policies and procedures.

b. Review of Applications for Admission

The Admissions and Financial Aid Committee shall regularly review applications for admission or readmission to the School’s graduate programs in accordance with established admissions policies and procedures and make recommendations regarding admission or readmission based on such review.

c. Reporting

The Admissions and Financial Aid Committee shall oversee the generation of regular reports to the Faculty providing summary data regarding admissions activities and shall oversee the generation of reports for use in informing prospective and current students and alumni of the nature of the student body. The Committee shall make available minutes of nonconfidential actions taken by the Committee.

d. Financial Aid Policy and Procedures

The Admissions and Financial Aid Committee shall, as needed or as requested by the Faculty of the School of Library and Information Studies, review policies and procedures related to financial aid and recommend revisions to such policies and procedures.

e. Determination of Award Amounts and Oversight of Fund Management

The Admissions and Financial Aid Committee shall annually examine endowed financial award accounts; determine, based on the criteria established for each account, the numbers and amounts of aid to be made for the following year; and make recommendations regarding transfers between the principal and expendable accounts for endowed accounts.
f. Selection of Award Recipients

The Admissions and Financial Aid Committee shall annually review and update the announcement and application for financial aid, review applications, identify financial award recipients, and oversee the notification and confirmation processes for aid.

Appendices:

Admissions criteria and process for MLIS
Admissions criteria and process for MSKM
Appendix 1

Admissions Criteria and Process for MLIS
The admission policy of the Master of Library and Information Studies degree program has as its goal the selection of persons who are academically well qualified and who exhibit a potential for contributions in the area of library and information services. The School of Library and Information Studies encourages applications from students with diverse educational, geographical, cultural, and intellectual backgrounds.

In addition to meeting the general requirements for admission to the Graduate College, applicants must also meet the admissions requirements for the Master of Library and Information Studies (MLIS) degree program. Compliance with those requirements is demonstrated by submission of the following documents:

- An application to the Master of Library and Information Studies program.
- A statement of purpose and goals.
- A professional resume.
- Three references from persons familiar with the applicant’s scholastic or employment record.
- Scores on the Graduate Record Examination (GRE) Scores more than 5 years old are generally considered unreliable and are not acceptable. Applicants who wish to submit scores older than 5 years must request such consideration in writing, addressed to the SLIS Admissions Committee. GRE scores are not required of applicants who have completed post-baccalaureate degrees with a GPA of 3.2 or above in the post-baccalaureate work.

**Full Graduate Standing**

For admission to full graduate admission standing in the School, the candidate must have supplied all of the items listed above and must be eligible for admission to degree status in the Graduate College. In addition, the School requires graduation from an accredited four-year college with a 3.2 grade point average (on a 4-point scale where 4.00 is an A) in the student’s last sixty hours.

The GPA is based on the last sixty semester credit hours of letter-graded coursework for applicants with no post-baccalaureate coursework. Note: Should the sixty credit hours fall within a semester’s work, then that whole semester is included in calculating the grade point average. Any applicant who has received a master’s degree or has completed twelve credit hours of letter-graded graduate work at an accredited college or university will have the grade point average based on the graduate coursework.

Applicants are evaluated by the Admissions Committee after reviewing all of the admission materials. All admission materials, and not just the GPA and GRE scores, will be used in determining the admissibility of applicants within each priority. Also, consistent with its affirmative stance of diversity, the Admissions Committee will give particular consideration for admission to those students who are members of special population groups.
Conditional Admission Status

A graduate of an accredited four-year institution whose grade point average is below 3.20 but not less than 2.80, and who has met all other requirements for admission to full graduate standing may be admitted conditionally. Students admitted in a conditional admission status must meet specific requirements dictated by the Graduate College and the School. These requirements are established at the time of admission. For further information on conditional admission, applicants are urged to consult the current Graduate College Bulletin.

Applicants whose grade point average is below 2.80, but who have met all other requirements, may apply for admission after completing at least 12 hours at the undergraduate (3000 and above) level in an effort to improve the grade point average and demonstrate academic competence.

A personal interview may be required of any applicant.

Registration, Enrollment, and Advisement

A student may apply at any time of the year for admission to a degree program in the School of Library and Information Studies. However, preference is given to applications received prior to:

- October 15 for entry the following spring semester,
- February 15 for entry the following summer semester,
- March 1 for entry the following fall semester.

NOTE: To be considered for departmental scholarships and graduate assistantships for the subsequent academic year, students must be admitted prior to March 1st.

Applicants will be notified of admissions decisions as soon as possible, usually within two to three weeks after receipt of all parts of the application.

An orientation session for new students at both the Norman and the Tulsa campuses is held within the first two weeks of the Fall and Spring semesters. A faculty adviser is assigned when the student is accepted by the School. Upon acceptance to the program and prior to the completion of 12 hours at the latest (including any hours taken before official admission to the program), any student in the MLIS program must file with the School a program of study that shows which courses are to constitute the 36 hours to be taken for the degree, including any courses to be taken at the University of Oklahoma outside the School and any courses transferred from another institution. In order to enroll in courses, a student must have been admitted to the University and Graduate College. Enrollment during the advance registration periods is limited to students admitted to the School. Unclassified students will be placed on a waiting list and admitted on a space available basis.

Students who have been denied admission to the program are not eligible to enroll in any LIS courses.
ADMITTANCE/ENROLLMENT OF UNDERGRADUATES IN LIBRARY AND INFORMATION STUDIES COURSES

Qualified junior or senior undergraduates at the University of Oklahoma may, with permission of the School, enroll in 5000-level graduate courses for either undergraduate or graduate credit (special conditions will apply in the case of graduate credit).

Qualified undergraduates may be admitted to the School contingent upon completion of the bachelor’s degree. If the bachelor’s degree is not completed within the timeframe stipulated for the admission, the student may be administratively withdrawn from LIS courses and/or from the program.

TRANSFER CREDIT

All transfer credit must be approved by the University’s Office of Admissions and the School’s Graduate Studies Committee. The conditions for transfer of credit include the following:

- All hours must be graduate hours from an accredited institution, graded A or B, and must not have been applied toward another degree.
- All library/information studies hours must be from an ALA-accredited program.
- All hours must be related to and supportive of each individual’s program.
- No more than nine hours may be transferred into the MLIS program.
- The student is responsible for submitting a written request to the Graduate Studies Committee, asking for consideration of the transfer hours and providing documentation regarding the applicability of such coursework.
- All hours applied to the program must fall within the time limits given below.

TIME LIMITS

A student is expected to complete the master’s degree within five calendar years from the term in which the first course work was taken. If a student has not enrolled in classes for one year or more, he or she must apply for readmission to the University, the Graduate College, and the School.
University of Oklahoma
School of Library and Information Studies

PROCEDURES for APPLYING

1. Apply for admission to the University and the Graduate College by filing the following items with the Graduate College:
   a. complete official transcripts from all colleges or universities attended;
   b. application for admission to the Graduate College (form enclosed). Return the completed original to the Graduate College, and send a photocopy to the School of Library and Information Studies;
   c. the application fee;
   d. any other forms or materials required by the Graduate College.

2. File with the School of Library and Information Studies the following:
   a. application for admission to the School of Library and Information Studies (form enclosed);
   b. official scores on the Graduate Record Examination (not required for the Certificate of Advanced Standing);
   c. statement of purpose and goals (form enclosed);
   d. three letters of recommendation (forms enclosed);
   Letters of recommendation should be requested from former professors or others who can evaluate academic qualifications and from supervisors.
who can assess potential for success as an information professional. Applicants who have not recently enrolled in an academic program or who are not currently employed should submit letters from individuals who have knowledge of the applicant’s potential for success in the academic program and in the field.

e. a professional resume.

Note: The SLIS Committee for Admissions and Financial Aid considers applicants for admission only upon receipt of complete application files, including all documents listed above. The various documents do not have to be sent simultaneously but all parts must be present before consideration by the Committee.

Appendix 2

Admissions Criteria and Process for MSKM
Master of Science in Knowledge Management
Admission Procedures

School of Library and Information Studies

The admission policy for the Master of Science in Knowledge Management (MSKM) degree program has as its goal the selection of persons who are academically well-qualified and who exhibit a potential for assuming leadership roles in creating knowledge-sharing cultural environments within organizations. The School of Library and Information Studies encourages applications from students with diverse educational, geographical, cultural, and intellectual backgrounds.

In addition to meeting the general requirements for admission to the Graduate College, applicants must also meet the admissions requirements for the Master of Science in Knowledge Management (MSKM) degree program. Compliance with those requirements is demonstrated by presentation of the following documents:

Applicants to the Master of Science in Knowledge Management program must provide the following:

• An application for admission to the School of Library and Information Studies.
• A statement of purpose and goals, including a specific professional career plan and a self-assessment of relevant prior experience.
• A professional resume.
• Three references from persons familiar with the applicant’s scholastic or employment record.
• Graduate Record Examination (GRE) scores. GRE scores are not required for applicants who have completed a post-baccalaureate degree with a grade point average of at least 3.20 on a 4-point scale. Scores more than 5 years old are generally considered unreliable and are not acceptable. Applicants who wish to submit scores older than 5 years must request such consideration in writing, addressed to the SLIS Admissions Committee.

The Admissions Committee examines all submitted materials as part of the admissions decision-making process.

Please contact the SLIS office to request application materials as MS Word files. Applicants may complete and submit application materials electronically (e-mail attachments, etc.), or may send printed copies through regular mail.

Full Graduate Standing

Graduation from an accredited four-year institution with a grade point average of at least 3.20 (on a 4-point scale) for the last 60 hours of graded course work is required for admission to full graduate status in the MSKM program. Holders of advanced degrees or applicants who have completed 12 semester credit hours of letter-graded graduate work at an accredited college or university are judged for admission primarily on the record of their previous graduate work.

The GPA is based on the last sixty semester credit hours of letter-graded coursework for applicants with no post-baccalaureate coursework. Note: Should the sixty credit hours fall within a semester’s work, then that whole semester is included in calculating the grade point average. Any applicant who has received a master’s degree or has completed twelve semester credit hours of letter-graded graduate work at an accredited college or university will have the grade point average based on the graduate coursework.

Conditional Admission Status

An applicant who fails to meet the minimum criteria for admission may be granted conditional admission if the School of Library and Information Studies Admissions Committee determines that available evidence indicates a high probability of academic and professional success. A student admitted to conditional admission status must meet specific requirements determined by the Graduate College and the School of
Library and Information Studies. These requirements are established at the time of admission; failure to meet stated requirements for conditional admission may result in dismissal from the MSKM program.

Registration, Enrollment, and Advisement

A student may apply at any time of the year for admission to a degree program in the School of Library and Information Studies. However, preference is given to applications received prior to:

- October 15 for entry the following spring semester,
- March 1 for entry the following summer semester,
- March 1 for entry the following fall semester.

NOTE: To be considered for departmental scholarships and graduate assistantships for the subsequent academic year, students must be admitted prior to March 1.

Applicants will be notified of admissions decisions as soon as possible, usually within two to three weeks after receipt of all parts of the application.

An orientation session for new students at both the Norman and the Tulsa campuses is held within the first two weeks of the Fall and Spring semesters. A faculty adviser is assigned when the student is accepted by the School. Upon acceptance to the program and prior to the completion of 12 hours at the latest (including any hours taken before official admission to the program), any student in the MSKM program must file with the School a program of study that shows which courses are to constitute the 36 hours to be taken for the degree, including any courses to be taken at the University of Oklahoma outside the School and any courses transferred from another institution. In order to enroll in courses, a student must have been admitted to the University and Graduate College. Enrollment during the advance registration periods is limited to students admitted to the School. Unclassified students will be placed on a waiting list and admitted on a space available basis.

Denial of Admission

Students who have been denied admission to the MSKM program may not enroll in Library and Information Studies courses. This restriction includes students who change their status to unclassified after denial of admission to the program. Students who have been denied and who enroll in graduate LIS courses may be disenrolled by the School.

Appeals

Any applicant who feels that he or she has been wrongly denied admission to the MSKM program may appeal in writing to the Admissions and Financial Aid Committee.

ADMITTANCE/ENROLLMENT OF UNDERGRADUATES IN LIBRARY AND INFORMATION STUDIES COURSES

Qualified junior or senior undergraduates at the University of Oklahoma may, with permission of the School, enroll in 5000-level graduate courses for either undergraduate or graduate credit (special conditions will apply in the case of graduate credit).

Qualified undergraduates may be admitted to the School contingent upon completion of the bachelor’s degree. If the bachelor’s degree is not completed within the timeframe stipulated for the admission, the student may be administratively withdrawn from LIS courses and/or from the program.

TRANSFER CREDIT

Students who transfer from another graduate program at the University of Oklahoma or from another institution may be admitted to full graduate standing in the School of Library and Information Studies if
they have satisfied all of the requirements listed above. For applicability of transfer credit toward the
degree sought, see also the general regulations of the Graduate College.

No more than 9 hours may be transferred into the MSKM program from an institution other than
Oklahoma State University; students may petition to transfer up to fifteen hours of Oklahoma State
University graduate credit.

All transfer credit must be approved by the University’s Office of Admissions and the School’s Graduate
Studies Committee. The conditions for transfer of credit include the following:

1. All hours must be graduate hours from an accredited institution, graded A or B, and must
not have been applied toward another degree.

2. All hours must be related to and supportive of each individual’s program.

TIME LIMITS

A student is expected to complete the master’s degree within five calendar years from the term in which the
first course work was taken. If a student has not enrolled in classes for one year or more, he or she must
apply for readmission to the University, the Graduate College, and the School.
University of Oklahoma
School of Library and Information Studies

PROCEDURES for APPLYING

1. Apply for admission to the University and the Graduate College by filing the following items with the Graduate College:
   a. complete official transcripts from all colleges or universities attended;
   b. application for admission to the Graduate College (form enclosed).
      Return the completed original to the Graduate College, and send a photocopy to the School of Library and Information Studies;
   c. the application fee;
   d. any other forms or materials required by the Graduate College.

2. File with the School of Library and Information Studies the following:
   a. application for admission to the School of Library and Information Studies (form enclosed);
   b. official scores on the Graduate Record Examination (not required for the Certificate of Advanced Standing);
   c. statement of purpose and goals (form enclosed);
   d. three letters of recommendation (forms enclosed);
      Letters of recommendation should be requested from former professors or others who can evaluate academic qualifications and from supervisors who can assess potential for success as an information professional. Applicants who have not recently enrolled in an academic program or who are not currently employed should submit letters from individuals who have knowledge of the applicant’s potential for success in the academic program and in the field.
   e. a professional resume.

Note: The SLIS Committee for Admissions and Financial Aid considers applicants for admission only upon receipt of complete application files, including all documents listed above. The various documents do not have to be sent simultaneously but all parts must be present before consideration by the Committee.
Survey of Non-Matriculated Students

You were admitted to the Master of Library and Information Studies degree program for the Fall 2009 semester. Please respond to the brief survey below and return it in the enclosed postage-paid envelope. We hope that you may be able to begin the program at some time in the future. Thank you very much.

Name_____________________________________________________________________

Please check beside the reason you did not enroll in the MLIS/MSKM program:

_____ Decided to enter another program

_____ Could not afford to attend school at this time

_____ Decided this is not the career path for me

_____ Other

Please share any additional information (including which program you decided to attend if that is your reason for not attending here) which may help us assist you or other students in the future to complete the program. If you have questions, please feel free to contact Ms. Maggie Ryan at 405-325-3921 or mryan@ou.edu.
Dear Ms. «lastName»:

I am pleased to inform you that the School of Library and Information Studies Admissions Committee has recommended to the Graduate College that you be admitted in full standing to the School of Library and Information Studies for the «semApply» semester. We look forward to having you as a student!

In anticipation of a favorable admission decision on the part of the Graduate College and the Office of Admissions, important information about the program is included. Please read and review this information very carefully.

The departmental recommendation for admission is valid for one year, and you may start your studies at the beginning of any semester during that period without submitting additional departmental application materials. However, if you do not enroll the semester you were accepted by the University, you will need to go online to complete another OU admissions application and submit another application processing fee for the semester you would like to begin.

You are assigned to Dr. «Advisor» ADD E-MAIL ADDRESS HERE as your advisor to provide guidance for you in designing your academic program, in selecting courses in which to enroll, in devising a program plan, and in choosing an end of program assessment option.

If you have questions about The University of Oklahoma regulations or procedures, you may contact Janie Allen, Admissions Secretary, or me at (405) 325-3921.

Sincerely,

Margaret Ryan
University Student Programs Specialist and
Admissions and Financial Aid Committee

MR:ja
Enclosures
cc: Graduate College
    «Advisor»
ADD DATE

Dear Ms. «lstName»:

I am pleased to inform you that the School of Library and Information Studies Admissions Committee has recommended to the Graduate College that you be **conditionally admitted** to the School of Library and Information Studies for the «semApply» semester. We look forward to having you as a student!

Please be advised that this letter is not an indication of final acceptance. You will get official notification of admissions from The University of Oklahoma Office of Admissions.

In anticipation of a favorable admission decision on the part of the Graduate College and the Office of Admissions, important information about the program is included. Please read and review this information very carefully.

When you have fulfilled the following conditions, you will be considered admitted in full standing. To change your conditional admittance to full status, you must:

- Enroll during both the Fall and Spring for four consecutive semesters or until 12 hours have been completed. Those first 12 hours are your conditional admission period.
- Take 12 letter graded LIS hours within four consecutive semesters (which may include the summer term if you choose to enroll in the summer). Within the first 12 hours, you must meet with your advisor to complete your Program Planning Form. Three of the four courses represented by the 12 LIS hours must be courses required for the degree (5033, 5023, 5043, 5053). All required LIS courses must be completed with a grade of “B” or better. LIS 5033 **must** be taken in the first semester of enrollment.
- No grades of “I”, “W”, or “U” will be permitted for any course work attempted during the conditional admission period. The one exception to this condition is that an “I” may be received in directed reading courses.
- Any undergraduate courses attempted while fulfilling the requirements of your conditional admission must be completed with a grade of “B” or better.

The departmental recommendation for admission is valid for one year, and you may start your studies at the beginning of any semester during that period without submitting additional departmental application materials. However, if you do not enroll the semester you were accepted by the University, you will need to go online to complete another OU admissions application and submit another application processing fee for the semester you would like to begin.

You are assigned to Dr. «Advisor» **ADD E-MAIL ADDRESS HERE** as your advisor to provide guidance for you in designing your academic program, in selecting courses in which to enroll, in devising a program plan, and in choosing an end of program assessment option.

If you have questions about The University of Oklahoma regulations or procedures, you may contact Janie Allen, Admissions Secretary, or me at (405) 325-3921.

Sincerely,
Margaret Ryan
University Student Programs Specialist and
Admissions and Financial Aid Committee

MR:ja
Enclosures
cc: Graduate College
    «Advisor»
Checklist for New Students

Prior to course enrollment:

___ Carefully read and review all of the contents of this packet.

___ Know your 4x4 (OU Network ID): http://www.ou.edu/ouit/ounetid/

___ Activate your OU e-mail account, which will automatically receive all official OU e-mail: 
   https://webapps.ou.edu/pass/ Your professors, SLIS office staff, and OU will communicate with you using the OU email account.

   Check your OU e-mail daily.

   Have your OU e-mail forwarded to a personal e-mail account, if that is your preference: 
   https://webapps.ou.edu/pass/

   For assistance: Phone (405) 325-HELP or visit http://support.ou.edu.

___ Have a stable Internet connection to the University's courseware (Desire2Learn).

OU Online Support Services: https://webapps.ou.edu/support/

___ Be up-to-date on required technology competencies: 
   http://www.ou.edu/cas/slis/NewSite/Students/Tech_Compet.html

___ The enclosed letter of admission will tell you your admission status: full or conditional.

   IF you are conditionally admitted, you need to complete the enclosed form and return it to the SLIS office within 10 business days.

___ You will also receive notification of your admission from the OU Admissions office.

___ Initiate contact with your faculty advisor, identified in the enclosed admission letter.

   Information about the academic advising process: 
   http://www.ou.edu/cas/slis/NewSite/Programs/Advise_Planning.html

   Your advisor will provide guidance in

   1) Approving the choice of SLIS courses in which you will enroll:

   Course descriptions - 
   http://www.ou.edu/cas/slis/NewSite/Programs/Course_Desciptions.html

   Course rotation schedule - http://www.ou.edu/cas/slis/NewSite/PDFs/Rotation_Schedule.pdf

   Semester schedule of courses - http://www.ou.edu/cas/slis/NewSite/Students/schedules.html

   2) Completion of the SLIS Program Planning form ( 
   http://www.ou.edu/cas/slis/NewSite/PDFs/PPF/PPFMLISFA08.pdf )

   Degree requirements - 
   http://www.ou.edu/cas/slis/NewSite/Programs/MLIS/MLIS_Degree_Requ.html

   3) Choice and declaration of one of 3 end of program assessment options:
Comprehensive examination - [http://www.ou.edu/cas/slis/NewSite/PDFs/Comp_Handbook.pdf](http://www.ou.edu/cas/slis/NewSite/PDFs/Comp_Handbook.pdf)
Portfolio - [http://www.ou.edu/cas/slis/NewSite/PDFs/Portfolio_Hdbk_July07.pdf](http://www.ou.edu/cas/slis/NewSite/PDFs/Portfolio_Hdbk_July07.pdf)

E-mail your advisor's approval for your first enrollment to the SLIS office (mryan@ou.edu).

You will receive an e-mail when your permissions are entered, instructing you to go online to complete your registration

Enroll online: [http://enroll.ou.edu](http://enroll.ou.edu)

No later than your first semester of enrollment:

Declare your choice of end of program assessment (comprehensive examination, portfolio or thesis for MLIS majors and comprehensive examination or thesis for MSKM majors)

Complete the Program Planning Form and return it the SLIS office

Subscribe to the two SLIS student listservs, to receive information about course enrollment and other academic deadlines, program information, job notices, etc

[OLISSA-L@lists.ou.edu](mailto:OLISSA-L@lists.ou.edu) (for all library and information studies students), and
[Norman@lists.ou.edu](mailto:Norman@lists.ou.edu) (for Norman site students)
or [Tulsa@lists.ou.edu](mailto:Tulsa@lists.ou.edu) (for Tulsa site students).

Instructions on subscribing are enclosed.

Be familiar with university, college, and school policies and procedures, including those about academic misconduct.

Unfamiliarity with the policies does not alter your responsibilities for them.


If you have any questions, please contact the SLIS office (405-329-1860) or your faculty advisor.