Incoming Student Checklist

• Familiarize yourself with the Harrington School website (harrington.uri.edu) and the GSLIS website (http://harrington.uri.edu/graduate/library-information-studies/)

• Like the GSLIS Facebook page and follow us on Twitter-many important announcements will be posted on this page (https://www.facebook.com/URIGSLIS; https://twitter.com/uri_gslis)

• Join the Student Listserv-most communication will come through emails on this listserv (found here: http://listserv.uri.edu/cgi-bin/wa?SUBED1=gslisstu&/\=1)

• Read through and bookmark GSLIS's Student Libguide compiled by SALA members (http://libraryschool.libguidescms.com/WelcomeURIGSLIS)

• Make sure that all final transcripts from colleges attended are turned into our office or the Graduate School office-DUE by end of your first semester or a hold will be placed on your account

• Order your parking pass from the Permit Store-DUE by the first day of classes or the first day you will be on campus. (http://web.uri.edu/parking/purchasedecal/)

• Get your student ID card at the Memorial Union-DUE by the first day of classes (http://web.uri.edu/dining/campus-id-dining/)

• Activate your library card which is also your Student ID -this will be crucial for most, if not all of your classes AND bookmark the URI Library GSLIS LibGuide on the library website-DUE by first day of classes (http://uri.libguides.com/gslis)

• Setup your digital signature (directions in orientation packet) - You must purchase Acrobat 10 full version to be able to create digital signatures and fill out forms. If you cannot purchase, we will have computers available in our lab that have Acrobat 10 installed -ASAP for all forms (PC: http://www.uri.edu/gsadmis/Forms/grad/student_digital_signature_pc.pdf) (Mac: http://www.uri.edu/gsadmis/Forms/grad/student_digital_signature_mac.pdf)

• Login to your URI Email account and forward all email to the email you will use most frequently- it is important to receive emails from your URI account (http://www.uri.edu/news/myuri/)

• Familiarize yourself with the campus and where your classes will be held -there is an interactive campus map on the URI website; if your classes are only in Sakai, also familiarize yourself with that platform prior to the beginning of classes (http://
map.uri.edu/

- Look over the academic calendar and dates/deadlines forms in your packet

- Verify your financial aid and make sure that you are registered for courses. If you have a hold on your account or if you have problems registering, contact Kate Fox at 401-874-2878 or by email at kate_fox@uri.edu right away so we can get you ready for the start of classes

- Verify that you have access to the Student Guide in Sakai. If you find that you don't have access, contact Kate Fox (kate_fox@uri.edu) and you will be added to the site

- Meet with your advisor and fill out your Program of Study-this is the form that will tell the Graduate School about what courses you will take to complete the degree. It can be changed periodically, but your first POS DUE by the end of your FIRST semester

- Join Student ALA! This organization will keep you connected to things happening on campus and around the state, region and nationally in the library and information services community and here on campus

- If you plan to do a Credit By Exam as a waiver for your PFE (for people with 3 years or more of professional library or information services experience AND approval by the Director of GSLIS) please contact Dr. Valerie Karno (vkarno@gmail.com) for more information DUE before the end of your FIRST semester

- If you are unable to reach any of the aforementioned people, please contact Jessica Nalbandian via e-mail (jnalbandian@uri.edu) or phone (401-874-2878)

If you have any questions or problems throughout your time in the program, please do not hesitate to contact your program coordinator, a faculty member, or our Director. We are all here to help you in any way that we can!