

Would earning this degree allow me to work in any library? By this I mean: Could I work in a school library, or just a public library?

SLIS offers the only masters program in library science in Alabama that is accredited by the American Library Association. Students who complete this program go on to work as information professionals in a wide variety of careers including academic, school media, public and special libraries, archives, digital libraries and special collections, and more.

I already have a graduate degree. Can I waive the Admissions Test (GRE/MAT) requirement?

All students must submit an admissions test score that is no more than 5 years old. This requirement cannot be waived. Students may elect either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). If you elect to take the GRE, please register for the general test (verbal, quantitative and writing).

Is there a way that I can track the progress of my application?

You can check the status of your application online by using [these instructions](#).

How much does your program cost?

Current tuition rates are posted online at <http://cost.ua.edu>, and are subject to change without notice. Note that there are different rates for Graduate Resident, Graduate Non-Resident, Gadsden students, and Distance Learners.

Do you award scholarships and assistantships?

Yes. For information about departmental financial assistance as well as an application form, please visit the [SLIS Financial Aid Information](#) page of the SLIS website.

Can I complete the MLIS degree face-to-face with no online classes?

Yes. Most of the students at SLIS attend classes face-to-face as either full time or part time students. All courses are available at the Tuscaloosa campus where full-time students attend class. For the convenience of our commuting students, one required course is offered in Birmingham each fall and spring term (on the Samford University campus), and at least one elective is offered each term at The University of Alabama's Gadsden Center. Students who attend class face-to-face may enroll in online electives, space permitting.

Can I complete the MLIS degree 100% online?

Short answer: YES.

Long answer:

There are two options now for online study, both of which are designed to accommodate working adult students who wish to study part-time. Students in the fall national cohort study completely online. Students in the spring regional cohort will complete 75% of their coursework online. Approximately one-third of SLIS students study online.

Forty students are admitted each fall term for the **national online cohort**. After the mandatory 4-day on-campus orientation, students may earn the 36 credit-hour degree entirely online. Students in the fall national cohort enroll in courses in real time via Voice over Internet Protocol (VoIP) and web-based Wimba software. Students in the cohort schedule two courses per semester, attending classes in the evenings from 6 to 8:45 PM central time. At this rate, the 36 credit hour program can be completed in 6

semesters, or two calendar years. The deadline for submission of all application materials for the online program is April 15th, 2009.

An additional 40 students are admitted each spring term for the **regional blended cohort**. Members of the regional cohort must commit to completing one required course online for each of 6 consecutive terms using the Wimba software and real-time VoIP described above. In addition, students in this cohort must schedule at least 3 of their electives face-to-face at The University of Alabama's Gadsden Center. Courses at Gadsden are usually offered in weekend format (one course requires 4 weekend sessions scheduled Friday from 6 to 9 PM and Saturday from 9 AM to 5 PM).

What are the requirements for studying online?

Requirements for online MLIS cohort members include a personal computer, high-speed broadband internet access (either DSL or broadband cable), access to email, a headset with microphone, and a quiet place to "attend class" uninterrupted with the freedom to speak and listen for about 3 hours (per class) each week. You may use either a PC or a Mac with 1 GB RAM, processor capable of running MS Windows Vista or MAC OSX.5.10. The software that supports course delivery is web-based so you will not have to download software to your computer.

Can I take a course on campus this term and then switch to the online program?

Students may not begin on campus and then switch to the online program. However, online students may switch to on-campus study.

What are the minimum requirements for admission to Graduate School?

Admission decisions are made by the Graduate School based on a composite of qualitative and quantitative information, including the applicant's statement of purpose and letters of recommendation, the academic standing of the programs in which the applicant has studied, relevant professional activities and achievements, admissions test scores, previous grades, and the recommendation of the faculty in the area to which the applicant is seeking admission. Each application is considered in the context of other applications to the same area, with due consideration given to the availability of space in the program, the need to maintain a pool of students of superior potential, and the diversity goals of the program. A department may set higher admission standards for doctoral students. Not every student whose credentials meet stated quantitative standards is admitted.

Regular Admission

An applicant whose credentials meet both of the following minimum requirements may be considered for regular admission:

1. **GPA requirement:** The applicant must have an undergraduate grade point average, based on a 4.0 system, of 3.0 overall, 3.0 for the last 60 semester hours in a degree program, or 3.0 for a completed graduate degree program.
AND
2. **Entrance exam score requirement:** The applicant must have a 1000 on the GRE general test, or a score at the 50th percentile on the MAT. Admission test scores must be less than five years old.

What does conditional admission mean?

The following information is copied from the online [Graduate School Catalog](#). Please note that conditionally admitted students are not eligible for financial assistance.

Conditional Admission

An applicant may be considered for conditional admission if he or she meets **either** the GPA requirement for regular admission (GPA of 3.0) **or** the entrance examination score requirement for regular admission.

These are minimum requirements. Divisions or departments may set higher standards or may not consider students for conditional admission.

A graduate student removes the condition by earning an average of "B" or better in the first 12 semester hours of graduate-level work completed and by satisfying any other conditions specified by the department or the Graduate School at the time of admission. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment.

Failure to remove the condition within the first 12 hours of graduate work will result in the student's being dropped from the program. A student who satisfies the condition will assume automatically the status of a regularly admitted graduate student.

How do I pay my tuition?

Tuition is payable online. Log in to [MyBama](#) and select the **Student** tab. In the upper left corner, find **Banner Self Services**. Select **Student Services**, then select **Student Receivables** to find payment options.

How can I find contact information for faculty or staff at SLIS?

Please visit the [SLIS website](#), and then select **People** in the left navigation tools. There is a directory for faculty and a directory for staff.

When is orientation?

You should receive information about orientation with your acceptance letter. Please contact the SLIS office for specific date/time/location information. Orientation for new on-campus students is held on the day before classes begin. Orientation for new online students precedes the on-campus orientation. For the fall national online cohort, orientation will last for four days, and students who complete orientation will earn one credit hour. For the spring regional cohort, orientation is for one day. Orientation for online students is mandatory; there are no exceptions.

Can I defer my acceptance to the MLIS program?

Yes, you may defer your start date for up to one year. However, if you have been accepted to the online program, you will have to compete again the following year for a seat in the cohort.

I don't know where to go for my class? Does MyBama tell the class location?

Yes, MyBama does list the class location. When you use the MyBama **look up classes** feature, look at the location column, which is the next-to-last column to the right. Some classes will be listed as online. If you are registering for an online class for the first time, please contact the office for additional information.

I want to get my books now, before classes start. How can I know what textbook to buy?

Each professor will announce the class text book(s) in their syllabus. You may purchase books from the University Book Store (the SupeStore) or from any vendor you choose. Occasionally a text will be announced in advance on SLIS-L, the School's list-serv.

How can I subscribe to the School's List-Serv?

To subscribe to SLIS-L, simply send an email to listserv@bama.ua.edu with blank subject. In the body of the email write: SUBSCRIBE SLIS-L FIRSTNAME LASTNAME. To read more about the list-serv please visit the SLIS website page [Setting Up SLIS-L](#).

How can I un-subscribe to the School's List-Serv?

To unsubscribe to SLIS-L, send an email to listserv@bama.ua.edu with blank subject. In the body of the email write: UNSUBSCRIBE SLIS-L.

I have graduated but I still need another class. Can I still take classes at SLIS?

Yes, you can take additional courses by applying as a non-degree-seeking (NDS) student. Complete the [online one-page application form](#). No supporting documentation is required and you do not need to pay the application fee, but be sure to indicate that you are a SLIS graduate seeking additional course work.

Can I take a class even though my application is not complete? I don't have time to finish my application for the next term but I am in a hurry to get started.

You may apply as a non-degree-seeking (NDS) student. Complete the [online one-page application form](#). No supporting documentation is required and you may take up to 12 credit hours with NDS status. However, you will not qualify for financial assistance, and if a class fills to capacity, you may be bumped from the class roll to make space for a degree-seeking student.

What is the deadline to apply for scholarships/assistantships? How can I apply?

The application deadline for SLIS financial assistance is March 20th for fall and summer terms, and October 20th for spring term. Please complete the form (found on the website) and submit it to the SLIS office by the deadline. You may drop it off, fax (205-348-3746) or email (ehughes@slis.ua.edu).

What is a Graduate Council Fellowship?

A Graduate Council Fellowship is the most prestigious and competitive graduate fellowship at UA. Recipients for the fellowship are selected by the Financial Aid Committee, a sub-committee of the Graduate Council. The fellowships provide an award for tuition and fees, an annual stipend and single health care coverage.

Where can I register to take the praxis?

Students who are interested in School Media certification must complete a proscribed course of study, complete the SLIS comprehensive exam, and schedule a Praxis II Library Media Exam. Information about the Praxis is [available online](#). Please confer with your faculty advisor about the Praxis.

How do I schedule the SLIS comprehensive exam?

Students who are seeking school media certification must complete a SLIS comprehensive exam upon completion of their coursework. When you have completed your course-work, please contact the SLIS office to schedule the comprehensive exam. The test period is 3 hours. SLIS provides a computer and a quiet location for your test. You may bring water and a snack.

How many classes can I take each term? Do I need to take a minimum number of credit hours each semester?

- ✓ MLIS students must complete degree requirements within 6 years (18 consecutive semesters).
- ✓ Full time students register for 9 to 15 credit hours per term.
- ✓ Part-time students may take one or more courses per term.
- ✓ Online students generally take their required courses as a cohort.
- ✓ Online students who wish to study full time must register for the courses assigned to their cohort, and may add electives in addition to those courses.
- ✓ Please review your financial assistance requirements – some funding requires that graduate students enroll in 6 credit hours for eligibility.

How can I register for classes in MyBama?

The university provides [registration instructions on the web](#). If you have trouble, use the **add or drop courses** screen, enter the **CRN** number of the course for which you wish to register, and **submit changes** at the bottom of the web page.

I received my admission letter – now what do I do?

Students are strongly encouraged to speak with their faculty advisor regarding course selection. Face to face students are not permitted to register for online required courses, but may register for online electives.

Students are advised to schedule core courses first whenever possible. All MLIS students must complete, as part of the minimum 36 hours, the following 18 hours of required courses:

- [LS 500](#) Organization of Information
- [LS 501](#) Introduction to Library and Information Studies
- [LS 502](#) Research Methods
- [LS 507](#) Information Sources and Services
- [LS 560](#) Information Technologies

And one of the following:

- [LS 508](#) Administration and Management
- [LS 530](#) Public Libraries
- [LS 531](#) Academic Libraries
- [LS 532](#) School Media Centers
- [LS 533](#) Special Libraries and Information Centers

How do I add a class?

- ✓ log in to [MyBama](#),
- ✓ select the **student** tab
- ✓ locate the links in the **Registration Tools** section at the left center of page
- ✓ use the **look-up classes** link to review your options and select courses
- ✓ be sure to write down the **CRN number** of the course you want to take
- ✓ register by entering the CRN number for the course in the **add or drop courses** screen – then **submit changes** at the bottom of the page

Can I be put on a waiting list for a class?

Banner maintains a waiting list between the first day of registration and the last day to confirm schedules.

- Log in to [Mybama](#)
- ✓ Select the **student** tab
- ✓ Locate the **Registration Tool Box** in the left, center side of the page
- ✓ Select the **add or drop classes** screen
- ✓ Select the term
- ✓ On the next screen you will see a string of empty boxes - Type the **CRN number** for the course in one of the boxes and **submit changes**
- ✓ You will then see another screen that lists the course you have entered with an **ACTION** box in the row.
- ✓ There is a drop-down arrow next to the action box where you can select **wait list** as the action.
- ✓ After you select **wait list**, submit **changes** again at the bottom of the page.

After the last day to confirm schedules, the wait list is dropped from Banner.

How do I arrange for a directed study?

First, pick up a form **Request for Directed Research or Independent Study** from the SLIS office. Next, talk with your advisor about your plans for a directed study (LS 598 or CIS 698) and then approach the faculty member you want to work with to determine the deliverables and timeline. Your advisor and the faculty coordinator must sign the form and return it to the office so that a permit can be issued. When you register, be sure to specify the number of hours to be earned...the default number is 1.

Can I transfer credit from another masters program to the MLIS?

Transfer of Credit

Courses of full graduate-level credit earned in **a regionally accredited institution** where a student was enrolled in the graduate school may be submitted for review for inclusion in a degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a "B" average on all graduate work attempted.

A student initiates in the Office of the Graduate School the request for evaluation of graduate credit obtained at another institution. It is also the student's responsibility to assure that an official transcript of the credit concerned is received by the Graduate School well in advance of the final semester and typically before or at the time of advancement to candidacy.

All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded.

The transfer-of-credit process includes the following steps:

- ✓ Talk with your advisor about the transfer and submit the **SLIS Course Transfer** form to your advisor for signature. (Pick up this form in the SLIS office.)
- ✓ Complete the [Request for Transfer of Graduate Credit](http://graduate.ua.edu/forms/reqtrans.pdf) form and submit it to the Graduate School. (<http://graduate.ua.edu/forms/reqtrans.pdf>)

- ✓ The Graduate School will send their form to the SLIS office which must be signed by your advisor and the director and returned to Graduate School

I plan to graduate next semester. What do I need to do now?

All students should submit an [Application for Admission to Candidacy for the Masters Degree](#) when they have completed 12 hours of course work. In the first week of the final semester of study, students must submit an [Application for Degree](#) to the Graduate School. Watch your student receivables account for a final fee of \$41. If you plan to participate in commencement, purchase your cap and gown and hood (lemon yellow for MLIS; brown for MFA in the Book Arts).

How do I obtain a copy of my transcript?

You can print an unofficial copy of your transcript from MyBama. If you need an official copy, visit the registrar's [webpage for transcripts](#).

Does my assistantship cover any of my health insurance?

SLIS students who are awarded an assistantship need only pay half of the insurance rate. Please visit the [student health center's website](#) for information on insurance.

I'm having a severe medical crisis. How can I medically withdraw for this term?

Please send an email from your Bama email account to the registrar (registrar@ua.edu) to indicate that you wish to withdraw from the university for medical reasons. You must include your CWID. Then, contact Dr. Maxwell (205) 348-6262 at the Student Health Center. He will need the following:

- A letter from your doctor that recommends medical withdrawal. It should include the effective date for withdrawal (FAX 348-0630)
- A letter of approval from Dr. Aversa, Director of SLIS.