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**Welcome!**

Dear New Information Science Student,

Welcome to the School of Library and Information Science (SLIS) and the College of Information and Communications (CIC) at the University of South Carolina!

This publication is designed to give Information Science students an overall view of the curriculum and other requirements and policies in the School of Library and Information Science. Program updates, however, might be made after publication, and students are urged to regularly check with the Undergraduate Advisers to determine if any NEW changes impact them.

In addition, be aware that the University bulletin/catalog in use when you begin your studies at the University of South Carolina is a binding document. This handbook is intended only as a helpful guide in locating and providing information that pertains to progression, graduation, and other academic components connected with the Bachelor of Science in Information Science (BSIS) degree. This handbook does not replace the bulletin/catalog where the final authority resides for awarding university degrees.

We are excited you chose Information Science as your major and we will do everything we can to support you through advising and in providing you with important and timely information. Do not hesitate to contact us if you have questions or concerns.

All the Best,

The CIC Undergraduate Advisers and the SLIS Office of Student Services

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**Contact Information:**

- **Dean Tom Reichert**  
  Dean, College of Information and Communications (CIC)  
  (803)-777-4105
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- **Dr. Sarah Keeling**  
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  Freshmen Advisor, CIC  
  (803)-777-7048
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  Transfer Advisor, CIC  
  (803)-777-0333
CIC Office of Undergraduate Advising
Journalism Building, Suite 118; 800 Sumter Street
Open 8:30 a.m. – 5:00 p.m., Monday-Friday
(803)-777-8528
Bachelor of Science in Information Science

The School of Library and Information Science offers the Bachelor of Science in Information Science (BSIS). You will have to complete all requirements for the Information Science program to graduate. A minimum of 121 hours of credit is required for the degree.

See the USC Undergraduate Bulletin at bulletin.sc.edu for information concerning requirements. The bulletin is a binding document for major and the year you entered USC. Undergraduate students have a maximum of eight years, inclusive and continuous, in which to claim the rights of a specific bulletin.

You are responsible for understanding the degree requirements in your major. Any exceptions to those requirements must be requested through a petition process that can be initiated through the BSIS advisor.

Academic Integrity and Professionalism

The School of Library and Information Science is a rigorous academic program and a professional school, and professional conduct is expected of you. Attendance regulations are set in each class and penalties may be assigned if classes are missed. If you cheat or plagiarize, you are subject to penalty as stated in the USC policies, which govern these areas. For University expectations of students see the Carolinian Creed: https://www.sa.sc.edu/creed/.

Degree Information

TRANSFER CREDIT

Courses which will not transfer:

- Have grades below “C”
- Are occupational-type courses from technical or similar schools
- Are remedial or developmental courses from any institution
**Coursework Eligible for Transfer Consideration:**

If you transfer into the school from another institution or you have high school transfer credit from such programs as AP or IB then, you will have your previous work evaluated by USC Admissions office until acceptance and then USC Registrar’s Office after acceptance into the University. This work will be evaluated under the terms of general USC policies. Where possible USC equivalents will be determined for academic courses from other institutions. Sometimes there is no equivalent and some classes cannot be used toward earning the Information Science degree at USC.

Where possible, information science courses from other institutions will be equated to SLIS equivalents and be used in the program of study. Transfer students from other institutions must take at least half of the Information Science course work in residence at the University of South Carolina, Columbia. Required Information Science courses taken from other schools must be from accredited schools. No more than 12 semester hours of required Information Science courses from other schools may be applied toward the BSIS degree.

**Advanced Standing**

1. If you make satisfactory scores, as determined by the USC Testing Offices (803) 777-2780, on Advanced Placement (AP) tests in high school you may receive credit.

2. Certain College Level Examination Program (CLEP) scores may also be accepted as credit, as determined by the USC Testing Office.

3. You might also obtain credit by examination in areas where you may have competency. This is done by paying a fee and making a satisfactory score on an examination. Generally, you cannot place out of skills courses by using credit by exam. Also, you can have no prior enrollment history in the same or a similar course. Consult the Undergraduate Adviser for more information.

4. No credit is given for “life experience” or Continuing Education Units (CEUs).

**Foreign Language**

If you are transferring to the University of South Carolina, you must demonstrate foreign language skills by scoring appropriately on the proficiency test.

You need to demonstrate in one foreign language the ability to comprehend the topic and main ideas in written and, with the exception of Latin and Ancient Greek, spoken texts on familiar subjects. This ability can be demonstrated by achieving a score of 2 on a USC foreign language test. Those failing to do so must satisfactorily complete the first two class sequence for study in a foreign language to complete the BSIS degree.

**Transient Courses at Other Institutions**

1. If you are a fully admitted information science student in good standing (i.e., not on probation or suspension) and have a USC and collegiate GPA of 2.0 or higher and wish to take courses at other
institutions, you must receive advance permission. A minimum grade of “C” is required for a course to transfer. You may take no more than 18 hours as a transient student.

2. You must complete your last 30 hours in residence and should apply to take coursework elsewhere before you attain senior standing (90 hours earned).

3. You should request transient information (i.e. course descriptions and scheduled offerings) from the other institution before the advisement period. Permission should be obtained during the regular advisement period. You will need a signed special enrollment registration form.

4. Normally, information science courses may not be taken at non-USC institutions.

5. The bulletin states that “credit...will not be accepted for transfer if the student has previously been enrolled in an equivalent course in the university.”

6. The bulletin states “credit for other courses will be accepted only under the conditions that each course has been approved in advance by the head of the department or the dean of the college.” However, SLIS requires approval by your adviser, and the director of Student Services will ask for the SLIS director’s consideration.

7. When transient permission forms have been approved and signed, you can register for the course. When the coursework is completed, you must request that an official transcript be mailed to:

Office of the Registrar
University of South Carolina
1244 Blossom St
Columbia, SC 29208

Transcripts should not be handled by you, nor should they be mailed to the School of Library and Information Science. If this occurs, the transcript will be considered unofficial and invalid.

LOWER DIVISION
Lower Division students may be freshmen, sophomores and other students who have not completed Upper Division entrance requirements. You may enroll in 200-, and 300-level SLIS courses as long as you have met all prerequisites, which can be found in the USC Undergraduate Bulletin. You will NOT be eligible to enroll in upper division SLIS courses, which are defined as 400-level courses with the exception of SLIS 401.

UPPER DIVISION
Admission to this division is based upon:

- A minimum 2.50 cumulative USC and collegiate GPA
- Completion of SLIS 201, SLIS 202, and SLIS 301 with grades of “C” or higher
- Completion of 60 or more semester hours
- Completion of the foreign language requirement
- Selection of minor or approved plan of study before admission to upper division
**ACADEMIC STANDING**

**Good Standing:** If you maintain a USC and collegiate GPA of 2.50, you are considered in “good standing” in the school.

**Probation:** If you do not maintain a USC and collegiate GPA of 2.50 you will be placed on academic probation until your USC and collegiate GPA are 2.50 or higher. You will be permitted to remain in SLIS while on probation for only one semester. You must meet all probationary requirements during the semester that you are on probation. You will receive detailed instructions from the Office of Student Services. If you do not improve your GPA at the end of the probation period you may be asked to leave the school and find another major at USC.

**Suspension:** If you fall below a 2.00 GPA you will be suspended by the university. A full explanation of the university suspension policy is shown in the current USC Undergraduate Bulletin. The University of South Carolina has a specific policy regarding suspension and readmission.

**Illness/Death in Family:** In case of death of a family member or student illness of a week or more in duration, the Student Affairs Office (777-4172) will write your professors and academic adviser to alert them. This does not constitute an excused absence. All professors may not accept student documentation to waive class attendance for excused absences, but some will. An appropriate proof of illness is a signed doctor’s statement on letterhead. In the case of a death in the family, proof is required in requests for an extenuating circumstance withdrawal.

**If you are out of the USC system for more than three years, you must claim the bulletin in force at the time of your return and will be subject to its curricular requirements.**

**READMISSION**

1. If you enrolled as an Information Science major, but missed a full semester or more, you must apply for readmission to the university and SLIS. If you have lower than a 2.50 USC and/or collegiate GPA, you are not eligible for readmission to the School of Library and Information Science. Call (803) 777-7700 to contact the Admissions Office.

2. If you are suspended by the university, you may not return to the SLIS for the next full semester or summer school (see Bulletin for details). While on suspension, students may not attempt course work at any institution. You may subsequently apply for reinstatement to SLIS only through a formal petition process. The petition process does not guarantee readmission. Contact your advisor for the petition form.

**COURSE LOAD**

1. The normal course load in a full semester (fall or spring) is 15 to 18 semester hours. You are strongly advised not to attempt 18 hours until you have successfully completed your freshman year. Additional hours beyond 18 will be approved only if you have a minimum 3.00 GPA on all work completed during the previous full semester. If you want to take more than 18 hours of coursework, you must make a request to the director of Student Services after your previous semester final grades are on file in the Registrar’s Office.
2. To be considered a full-time student, you must be enrolled in a minimum of 12 hours.

3. Students may earn up to 16 hours in summer.

**Student Advisement**

You will be notified of advisement sessions open for upcoming semesters via the BSIS Listserv.

**ADVISEMENT SESSIONS**

There are mandatory advisement sessions open for upcoming semesters during the fall and spring. You must make an appointment and meet with your adviser to obtain approval needed to register for the next term(s). Because of preparation for the advisement session it is always important to set the session up at least several hours in advance. Please note that advisement appointments are scheduled for thirty minutes. Please arrive on time and ready for your appointment.

You are advised for the spring term in September-November and for summer and fall terms (including transient work to be done at other institutions) in February-April.

Many forms require not only the adviser’s signature, but signatures of the sequence chair and the director or dean as well. Often, forms must be left with the Office of Student Services to allow time for consideration of the request, and picked up at a later date. Be certain there is enough time for necessary forms to be processed.

**HOW TO SIGN UP FOR AN ADVISEMENT APPOINTMENT:**

You can schedule an appointment with your assigned academic advisor using the Online Appointment System. Advisor offices are in the Journalism building located at 800 Sumter Street, Suite 118. If you have questions about the advisement process. Please call us at (803) 777-0068.

**FAQs about Advising**

What is a prerequisite? What exactly is a CRN? The answer to these and many other advising questions are answered here.

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**When can I register for classes?**

You will be able to register for the approaching semester at your posted ticket time in Self-Service Carolina (SSC). Registration typically opens the second week of November for the spring semester and the first week of April for both the summer and fall semesters.

**What is a ticket time and where can I find it?**
Your ticket time is the registration time that has been assigned to you by the registrar’s office. You are not able to register for an upcoming semester until that specific time.

Your time is located in Self-Service Carolina (SSC). Click on the STUDENTS tab, then REGISTRATION box. From there, select REGISTRATION STATUS and then select the term you are planning to register for from the drop-down menu. Once that is complete, your ticket time will be listed at the top of the screen.

I have a hold on my account, what do I do?

Holds can be placed on student accounts by a number of offices throughout campus. The holds link in Self-Service Carolina (SSC) displays any holds other than the advisement hold a student might have. Your student account should list what exactly is being held. The options are registration, transcripts, diploma/graduation grades, accounts receivable, and enrollment verification. You will need to contact the office that has placed the hold on your student account to resolve the matter.

Please note: The Student Services Office can only remove academic advising holds and will only do so after the student has been advised for the approaching semester by their assigned academic advisor.

I am trying to register for a course, but Self-Service Carolina (SSC) will not let me. Why?

Self-Service Carolina will not let you register for a course you do not have the prerequisite for. Additionally, it is important to understand that some courses will require special permission from the instructor in order for you to receive an ‘override’ into the course. Your assigned academic advisor will let you know if that is required during your advising appointment.

Furthermore, some course sections are reserved for special student populations such as Honors students or Green Quad students. And some courses are restricted to students of that major. In order to find out if this is the case, please click on the ‘CRN’ of the course in SSC. It will let you know what, if any, restrictions may apply.
I was dropped from all of my classes for non-payment. What do I do now?

If this happens, it is important to act quickly. Please get the AS199 form (Request for Current Term Exception Form) and complete it. Bring the completed form to the Student Services Office at 800 Sumter St, Room 118 for approval. From there, you will receive the appropriate next steps.

What is a “CRN” and where do I find it?

A “CRN” is a five-digit course registration number that is linked to the section of the course you are registering for. You need to input this in the registration system in Self-Service Carolina (SSC) in order to register for a course. You can find the CRN in SSC under the course search option. It will be listed in blue and is an actual hyperlink that will lead you to more information about that specific course section.

What is a prerequisite?

A prerequisite is a requirement you must complete before taking a specific course. They appear in all colleges and make planning out your schedule at least a year in advance necessary.

You can look up all course information in the Undergraduate Studies Bulletin.

What is an "overload"?

The normal course load is 15-18 hours per semester. 18 hours are not recommended and you will want to check with your advisor before registering for 18 hours. If you want to take 19 or more semester hours, you need to make an appointment with your assigned academic advisor.

What is a dual degree?

You may pursue a dual undergraduate degree if you complete all requirements for both degrees and if you complete a minimum of 24 semester hours beyond those required for the first degree and a minimum of 144 semester hours total. Additionally, courses accepted toward any requirements (general education, major, cognate or minor) for the first degree may not be applied to the major requirements
for the second degree. Students pursuing second degrees are urged to confer with their advisors early in the process.

**What is a general elective?**

Electives are courses that do not meet specific degree requirements.

**What is the difference between a general elective and a SLIS elective?**

Electives are courses that do not meet specific degree requirements (Carolina Core, major, or minor). A SLIS elective is a course that you are interested in taking within the SLIS program.

**Do I need to take the foreign language placement test?**

This varies from student to student; therefore, please speak with you assigned academic advisor during your first semester here at USC about your individual needs in regards to the Foreign Language Placement Test.

**Registration for Classes**

- Login to Self Service Carolina.
- Navigate to the STUDENT section and then click on the REGISTRATION tab.
- Choose the SCHEDULE PLANNER option and build your ideal schedule.
- Send your schedule to the Registration Cart and leave it there until your time ticket begins.
- Once your time ticket begins, revisit Schedule Planner, confirm your class selections, and send your final selections to the Registration Cart.
- Choose the SUBMIT option. You will then see a screen that shows which sections you successfully registered in. If you need to select additional classes, revisit Schedule Planner and select the classes you need. Repeat the process above until you have finalized your schedule.
- View Student Detail Schedule - As a final step, review your schedule. This schedule layout will have the information you need to locate your textbooks on the University Bookstore website.
Registration Troubleshooting

If you’re experiencing trouble registering for a class, consider these common registration hiccups.

Registration FAQs

Where did my advisor put the classes I was advised to take again?

Great question. Here are the step by step directions you will need to find your advised courses:

1. Login in to Self-Service Carolina (SSC).
2. Click on the STUDENTS tab.
3. Click on the DEGREE WORKS tab.
4. Select your campus.
5. Click on WORKSHEET (upper left corner).
6. Scroll down to the bottom of your worksheet.
7. Under the NOTES header, you will find the courses you have been advised to take in the upcoming semester(s) as well as other pertinent academic requirements.

I need to get into a class and it is already full! Help!

We understand your frustration. Please understand that the CIC Student Services Office will do everything in its power to help you get the courses that you need when you need them but because of limited seats we may have to help you find another course to take or offer other suggestions if the class you need is full.

What is an override?

An override is no longer an option for students wanting into a specific course once it is closed. We will be monitoring our course capacity and open seats as needed per our wait list demand if we are able to.

Why are seats limited?

Seats in our courses are limited because we must maintain both accreditation standards and fire code capacity.

I cannot get into my non-SLIS course, who do I need to contact for help with this?
Typically, you cannot get into courses outside of your major during the first week of registration. We highly encourage you to contact that particular student services office to find out when non-majors and minors will be allowed to register for the courses you need. Though we want to, the CIC Student Services Office cannot help with non-SLIS courses.

**CAUTION: DROPPING A CLASS**

You should speak to a SLIS adviser and the financial aid office before dropping a course. You may drop a course via Self Service Carolina under the add and drop classes tabs. Courses dropped during the 2nd through 6th week of fall and spring semesters will be recorded with a non-penalty grade of W. After 6 weeks most courses dropped will appear on the permanent record with A WF. A WF is treated as an F in the computing of grade point averages. In summer and other shortened terms, the period for withdrawal with a grade of W happens almost immediately. It is your responsibility to know applicable dates.

**Records and Privacy**

**STUDENT RECORDS**

The Office of Student Services maintains a record for each undergraduate student. This folder contains transcripts, curriculum outline sheets and other material pertaining to the academic status of the student. It is required by the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, that a valid picture ID is required for a student to see his or her own folder.

**GRADES AND TRANSCRIPTS**

Federal law states that neither the Office of Student Services nor the faculty may release information about any student’s grades, performances or progression to anyone, including parents, without written permission from you. The Registrar’s office has the responsibility for release of such information. Copies of grades will not be given to anyone, even the student.

You can request an official copy of your transcript by calling the Office of the University Registrar at (803) 777-5555, or visiting 1244 Blossom St. You can access your grades and print an unofficial copy on Self Service Carolina. Please address your requests to the Office of the University Registrar.

**CHANGE OF ADDRESS**

Any change of address must be reported in one of two ways:

- Access your personal information page via Self Service Carolina
- Contact the Registrar’s Office via phone or in person
POLICIES AND PROCEDURES AND OTHER QUESTIONS

What email address should I use?

Because of the expanding reliance on electronic communication between students, faculty, and staff/administration at SLIS, it is necessary to ensure that all BSIS students have email access. Email is an official mechanism for communication within the SLIS; therefore, we have adopted the following policies:

- All students are assigned an official university email address. This address is the location to which all official email communications will be sent from the CIC Student Services office as well as other university correspondence.
- You may have your email electronically forwarded to another email address. Please contact University Technology Services (UTS) for assistance.
- Students are expected to check their email on a frequent and regular basis in order to stay current with university related communications. Please understand that certain communications may be time critical and it is highly recommended that email be checked daily.

What is the BSIS listserv and how do I get on it?

The student listserv is a complete list of all BSIS student email addresses. Announcements regarding programs and services will be sent to the BSIS listserv. These messages are critical and you should remain subscribed so that you do not miss these important announcements.

How do I get on the listserv?

At the start of each semester, we create the listserv by downloading the email addresses of all students enrolled as majors in our school.

If you are not getting emails from the listserv...

First, check your spam mail folder for emails from BSIS@LISTSERV.SC.EDU and add it to your contacts.
Some students change majors during the semester after we have created the listserv. If you are not receiving listserv emails, contact your advisor.

**If I have a quick question, should I just email my advisor?**

Yes! Do not hesitate to email any quick questions to your advisor; however, you should allow at least two business days to respond. If your question is time sensitive, please come into the Student Services Office at 800 Sumter Street, Room 118 for assistance.

**I have emailed my assigned academic advisor and haven’t heard back from them yet. Should I email them again?**

Please be mindful of the volume of email your advisor receives on a daily basis. As a general rule, you should allow your assigned academic advisor at least two business days to respond.

**I emailed my advisor and they asked me to make an appointment with them. Why can’t they just help me via email?**

Due to both security and confidentiality issues related to email, your assigned academic advisor may not be able to respond to your question via email. If you have questions regarding your personal academic status or records, it is best to schedule an appointment to meet with your assigned academic advisor in person. If you are requesting a lengthy response, such as a degree audit, help with course selection or for your assigned advisor to calculate your GPA, it is in your best interest to make an appointment.

**Coursework and Registration**

**What is the add/drop deadline?**

The add/drop deadline typically concludes the first week of classes each semester. You may add or drop courses from your schedule via Self Service Carolina. Any courses dropped prior to the add/drop deadline will not be recorded on your permanent record.
Why should I consult with my advisor before adding or dropping courses?

Here are a few items to keep in mind when adjusting your fall schedule:

- Changing the number of credit hours you are taking may alter your bill or your financial aid.
- Dropping courses could affect your total number of credit hours, impacting your degree progression and (potentially) your financial aid or scholarship awards.
- You want to ensure that any courses you add or switch will apply to your degree plan.

What happens if I drop a course AFTER the add/drop deadline?

Courses dropped after the deadline will be noted on your academic transcript with a “W” for withdrawal.

Where can I find course descriptions?

You can find course descriptions listed in the Undergraduate Studies Bulletin. You can find it by search on the USC website. Use the navigation on the right hand of the screen to take you to the specific filtering system which will help you look up the course.

What classes do I need to take for my minor?

When you meet with your assigned academic advisor, you will be able to discuss various course options. Your advisor will assist you in planning the courses to complete your minor.

I want to take some summer classes at a college back home, what do I need to do?

Students must have a minimum of a 2.5 GPA and be in good standing with the university. Additionally, courses taken at USC may not be repeated at another college or university. If interested, please see you assigned academic advisor for assistance with your selections.
Who is my assigned academic advisor?

After Sept. 15, 2016, you will be able to find your academic advisor by logging into Self-Service Carolina. Select the STUDENTS tab. Then select the STUDENTS RECORDS box. From there, select VIEW STUDENT INFORMATION. Your primary academic advisor will be listed.

How can I get an override for a SLIS course?

You will need to come to the CIC Student Services Office located at 800 Sumter Street Room 118 to receive an override for SLIS courses. Please make sure that you have met all course prerequisites before coming into the CIC Student Services Office.

What about an override for a course in my minor or the Carolina Core?

In order to receive an override for a course in your minor or in the Carolina Core, you will need to go to the department/school/college responsible for that course. The CIC Student Services Office cannot give out overrides for non-SLIS courses.

Do I need to take the foreign language placement test?

This varies from student to student; therefore, please speak with you assigned academic advisor during your first semester here at USC about your individual needs in regards to the Foreign Language Placement Test.

I was notified I’m on SLIS Probation. What does that mean?

If you do not maintain a USC GPA of 2.50 you will be placed on SLIS academic probation until your USC GPA is 2.50 or higher. You will be permitted to remain in the school while on probation for only one semester. You must meet all probationary requirements during the semester that you are on probation. You will receive detailed instructions from the CIC Student Services Office.

What is the pass/fail option?

Courses taken on a pass/fail basis cannot be applied to the general education, major, cognate, or minor requirements. They can be used only as free electives.
The pass/fail option is NOT available to undergraduate students whose semester or cumulative GPA is less than 2.000. Also, students are permitted to take no more than eight (8) courses pass/fail. For more information, please speak with your assigned academic advisor.

**Technology Requirements**

*updated 5/22/2017*

All students are required to have daily access to a computer and high-speed Internet throughout the entire BSIS Degree Program.

**BSIS Computer Lab**

BSIA students have access to the computer lab in Davis College. The lab is open when Davis is open. All computers are equipped with program you will need in your SLIS classes. Make sure the lights are on or someone is inside before entering. To enter you will need a code to do so. Please contact your academic advisor if you need help with this.

**Computer and Software Recommendations**

We recommend that each student have their own computer configured as required for assignments, access to resources, and communication.

**Internet connectivity through work or other computers that are not under the student's personal control frequently present problems.** Firewalls, software download policies, and other security precautions can make access to required software (e.g., the University's course management system Blackboard, Adobe Connect), and access to library and other online resources required for course participation, impossible.

Information on accessing and using Cooper Library resources is available at - [http://guides.library.sc.edu/electronicresources](http://guides.library.sc.edu/electronicresources).

*The following information is subject to review and change without notice.*

- **Computer Requirements**

  Courses can be completed using either a Windows-based or Apple computer. Some electives may require the use of a Windows-based computer for specific assignments and projects. When an elective requires the use of a Windows-based computer, it will be made clear in advance through the syllabus.

  - **Windows Based Computer:** Recommended configuration: for computer to be used during the program: 8 GB Ram Windows 10

    or
Apple Computer: Recommended configuration: 8 GB Ram and System10 or higher operating system.

- Additional Hardware Requirements
  - Some elective courses may require access to additional specific hardware.

- Software Requirements
  - Microsoft Office 2007 or 2010: MS Word, Open Office, MS Access, MS PowerPoint and MS Excel
  - Web Browsers:
    - PC- Internet Explorer 7.0 or higher, SeaMonkey (available at http://www.mozilla.org/projects/seamonkey/, Firefox, Chrome
    - MAC - Safari, SeaMonkey, Firefox, Chrome
  - Adobe Acrobat reader 8.0 or higher (free download) http://www.adobe.com/products/acrobat/readstep2.html
  - Flash Player Plugin (free download) (Get the most current.) http://www.adobe.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash
  - Other software may be required by certain elective courses and be included in course syllabi.
  - Probably the most economical way to purchase MS Office software is through VIP at http://vip.sc.edu. Login to VIP and follow these steps: Technology – Software Distribution – Software for Home – Microsoft Personal Purchase Program.

- Internet And Email Requirements
  - Daily access to an Internet Email account and the World Wide Web, preferably through a high-speed connection (e.g., cable modem, DSL).
  - Broad Band access may be necessary for viewing and or participating in some classes.. Check your syllabus.
  - Students are responsible for configuring their email programs for the proper submission of assignments and class communication.
  - Email - http://www.sc.edu/studentemail/

    - SLIS Email Policy
      - Do not use AOL or Hotmail. There are problems with both of these systems communicating with university resources.

- Technology Staff:
  Jeff Salter, Davis 110, (803)-777-3185
  Jill Chappell-Fail, Davis 110, (803)-777-1928
**SCHOLARSHIPS**

The School of Library and Information Science awards scholarships annually thanks to supportive alumni and friends of the school.

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**Departmental Scholarships**

**Who can apply?**

Students who are enrolled as majors in the School of Library and Information Science may apply for departmental scholarships.

**What is the criterion for departmental scholarships?**

Submitting a general application is required to be considered for any scholarships for which an applicant qualifies. Academic merit along with other credentials may be necessary for serious consideration.

**How do you apply?**

The scholarship application is available online from January 15th through March 15th. Scholarship awards are non-renewable. Students must re-apply each year for SLIS departmental scholarships.

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**How will you know if you receive a departmental scholarship?**

Recipients will be notified in April about the status of their application. Recipients must sign a letter of acceptance of the scholarship award. The letter of acceptance must be returned by May 1 to receive the scholarship.

**How much scholarship money is available?**

SLIS departmental scholarships are competitive and limited. The number and amount of scholarships awarded vary and are subject to funds available.

**When will you receive your scholarship money?**

Scholarships awarded in April are for the next academic year.
STUDY ABROAD

Come to South Carolina and be a Gamecock anywhere in the world! The opportunities and locations for study abroad are limited only by your imagination and the availability of visas.

Study abroad offers students an amazing opportunity to study at a foreign university during a semester, year or summer abroad. Currently USC has Exchange programs with over 100 of the world’s most respected universities. Make professional connections outside of South Carolina, hone skills in unfamiliar environments, and explore international perspectives important to your future work as media professionals.

The Study Abroad Office offers a variety of programs based on the type of experience that you’d like to explore. In addition, there are several opportunities provided exclusively for students in the School of Journalism and Mass Communications.

When should you study abroad?
Most SLIS students go abroad during their sophomore year. By going abroad earlier in your time at USC, you do not run the risk of not getting required pre-requisite courses in your junior year. Please speak with your academic advisor early in your academic career about study abroad options.

Study Abroad FAQs
What are my next steps to taking advantage of this opportunity?
Please make an appointment with the Study Abroad Office so they can help you with what is next.

Study abroad seems to be expensive. What about my financial aid? And how can I afford it?
The Study Abroad Office will assist you with the financial aid and scholarship information.

How do I know which country/program is right for me?
Whether you are looking to become fully immersed in the culture or on a budget, our Study Abroad Office offers a variety of different programs to compare and explore. In addition, meeting with your assigned academic advisor will ensure that the courses you will take will work into your USC degree plan.

Questions?
If you have questions about study abroad requirements, please contact the study abroad office at 803-777-7557.
Degree Requirements

CAROLINA CORE REQUIREMENTS

The School of Library and Information Science requires a minimum of 85 hours of non-information science courses, electives and minor or cognate courses.

I. Effective, Engaged, and Persuasive Communications: Written
(6 hours)
ENGL 101 and 102

II. Aesthetic and Interpretive Understanding:
(3 hours)
One fine art from Carolina Core approved courses

III. Global Citizenship and Multicultural Understanding: Social or Behavioral Sciences (GSS)
(3 hours)
Carolina Core approved courses

IV. Global Citizenship and Multicultural Understanding: Historical Thinking (GHS)
(3 hours)
Non-US History (choose 101, 102, 104, 105, 106 or 109, 111 or 112).

V. Effective, Engaged and Persuasive Communication: Spoken
(3 hours)
SAEL 200 (will count for this and VSR)

VI. Analytical Reasoning and Problem Solving:
(6-7 hours)
You must take Statistics (STAT) 201 and one Calculus course (Math 122 or 141)

VII. Scientific Literacy:
(7-8 hours)

You must take two courses in the sciences from Carolina Core approved courses.

VIII. Global Citizenship and Multicultural Understanding: Foreign Language
(0 – 6 hours)*
If you need additional foreign language coursework based on your placement test score, you may choose from Arabic (ARAB), Chinese (CHIN), French (FREN), German (GERM), Greek (GREK) Italian (ITAL), Japanese (JAPN), Korean (KORE) Latin (LATN), Portuguese (PORT), Russian (RUSS) or Spanish (SPAN).

*Must complete through first 2 sequence coursework.

IX. Overlays:

Information Literacy (0-3 hours)
Values, Ethics, Social Responsibility (0-3 hours)
SAEL 200 will count for both CMS and VSR

ADDITIONAL GENERAL EDUCATION REQUIREMENTS

- Economics (ECON) 224
- Marketing (MKTG) 350
- Accounting (ACCT 222)
- Marketing (MKTG 350)
- Computer Science 101 and 102
- Public Speaking 140 or 260
- Additional GHS Class
- Additional GSS Class
- English (ENGL) 463
- Media Arts (MART) 210
- Linguistics (LING) 300
- Journalism (JOUR) 101
**MAJOR REQUIREMENTS**

You are required to take 9 SLIS Classes (27 hours) and 9 hours composed of ITEC 265, ITEC 362, and CSCE 204. All of these upper division courses must be completed with a grade of “C” or better. SLIS courses completed with grades of “D” or “F” will not be counted toward the degree, and will affect your grade point average. SLIS courses may be repeated once. See the University Undergraduate Bulletin on Course Grade Forgiveness. When a course has been satisfactorily completed, it may not be repeated.

**MINOR OR COGNATE**

All students in the School of Library and Information Science must complete an 18-hour minor or approved equivalent coursework. Minors can be selected from a University-wide list of approved minors. The minor is a minimum of 18 hours of prescribed courses in one subject area. Students not selecting a minor may submit an alternative program of study to satisfy the 18 hours. The proposed alternative program of study must be approved by the SLIS Undergraduate Committee. This alternative could include a cognate with additional approved classes if the student wishes to do so. A cognate is composed of four courses related to a common theme, allowing you to combine approved classes that suit your program of study. No 100-level courses may be applied to the cognate. At least 6 hours must be at the 300 level or higher. You will develop a cognate program of study with your adviser. All minor courses or courses approved as alternatives must be passed with a grade of C or better. Courses applied toward general education requirements cannot be counted toward the minor. No course may satisfy both major and minor requirements. The minor or directed course work must be declared and approved prior to the end of the junior year.

For descriptions of minors, you can go to www.bulletin.sc.edu and click on programs A-Z.

- Minors and alternative plans must be approved before you can advance to the Upper Division.
- All minor and alternative plan courses must be passed with a grade of “C” or better.

If you do not have an approved minor or proposed coursework on file, you might experience delays in progression or graduation.

**INDEPENDENT STUDY OR INTERNSHIP CREDIT**

All BSIS Students who are juniors or seniors are required to take either an independent study class (SLIS 494) or an internship class (SLIS 496). Each student will make a professional presentation about their experiences or research.

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**GAIN REAL WORLD EXPERIENCE**

SLIS students have completed internships with the SC State Library, Richland Library, USC Cancer Research Center, and USC’s University Technology Services. SLIS has also secured future internships with SCANA and the Charleston County Records Center.
Each student will make a presentation in business clothes and will also turn in a written report including a one-page development plan answering the question: How can this internship or independent study help me in my future career? In addition, each student will also turn in a resume or CV. The faculty supervisor for the internship or independent study will be present at the presentation. The rubric created for SLIS 494 or SLIS 496 will be used to evaluate the internship or class. Students will be asked to address the following learning outcomes:

**Learning Outcomes**

a) Students will describe the techniques and principles for creating, storing, organizing, transforming, and communicating information to various information seekers.

b) Students will demonstrate practical skills of information science and the use of information systems.

c) Students will demonstrate the comprehension of the valuable role of information and information technology in society as well as the diversity of needs and uses for information.

**Additional Information for Students**

Go to our CIC internal website for additional pertinent information:

[http://www.sc.edu/study/colleges_schools/cic/internal/index.php](http://www.sc.edu/study/colleges_schools/cic/internal/index.php)

**Internship Opportunities List**

There is a list of ongoing internship opportunities available for BSIS students. Go to our website to see current internships.

**Other FAQs**

**I AM an BSIS major, how do I declare my minor?**

Okay, after some thought you are now ready to declare your minor but you don’t know exactly how to do that. Simple enough. That’s exactly what your assigned academic advisor is here for. To declare your minor, you need to make an academic advising appointment. During that appointment both you and your advisor will discuss minor options at length and include those courses to your degree plan.

**General Minor Requirements:**

- No SLIS courses can be included
- All minor courses must be passed with a grade of “C” or better
• Minors must be approved by the end of sophomore year.

**Please note:** If you do not have an approved minor on file, you might experience a delay in progression or graduation.

**Graduation**

When you submit your graduation application electronically during the first two weeks of your last semester, we will identify any problems and inform you of necessary corrections, if time allows. If you are a third-year student, ask the adviser to do a “senior check” before you register for each of your two last semesters. You will be tentatively cleared or disapproved by the Registrar’s posted date if complete forms are submitted on time. If you change your schedule after having been tentatively cleared, you must notify the Office of Student Services and be cleared again. You will be cleared for final approval only after final grades are available following the commencement ceremony. The Office of Student Services will contact students who have barriers to graduation and help them resolve those. If no resolution is possible within the university’s deadline, the application must be disapproved.

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**GENERAL GUIDELINES**

In addition to meeting all course requirements for the degree, you must:

a) Have a minimum USC and collegiate GPA of 2.50.

b) Have a grade of “C” or better in all Information Science courses (with a maximum of two attempts for each course).

c) Have a grade of “C” or better in all minor and/or courses applied to minor requirement.

d) Formally apply for graduation via my.sc.edu during the first two weeks of the term in which you expect to complete all requirements.
# Program of Study

## School of Library and Information Science
### Program of Study (121-133 hours)

A minimum 2.5 USC and Cumulative GPA is required in order to make satisfactory academic progress and to graduate.

**Date:** ____________  **Name:** __________________________  **Student ID:** ____________

<table>
<thead>
<tr>
<th>Carolina Core (31-43 hours)</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMWE: Effective, Engaged, &amp; Persuasive Communication: Written Component (6)</td>
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<tr>
<td>ENGL 101 (C or better)</td>
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<tr>
<td>ENGL 102 (C or better) (CMWE &amp; INF overlay)</td>
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<tr>
<td>ARP: Analytical Reasoning &amp; Problem-Solving (6-7)</td>
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<tr>
<td>STAT 201</td>
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<tr>
<td>MATH 122 OR MATH 141</td>
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<tr>
<td>SCI: Scientific Literacy (7-8) - Two approved Carolina Core SCI courses</td>
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<td>including one laboratory course</td>
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<tr>
<td>GFL: Global Citizenship &amp; Multicultural Understanding: Foreign Language (0-6, depending on placement test)</td>
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<tr>
<td>Any approved Carolina Core course(s) for GFL or score of two or better on foreign language placement test.</td>
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<tr>
<td>GHS: Global Citizenship &amp; Multicultural Understanding: Historical Thinking (3)</td>
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<tr>
<td>Any approved Carolina Core GHS course</td>
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<tr>
<td>GSS: Global Citizenship &amp; Multicultural Understanding: Social Sciences (3)</td>
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<tr>
<td>Any approved Carolina Core GSS course</td>
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<tr>
<td>AUI: Aesthetic &amp; Interpretive Understanding (3)</td>
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<tr>
<td>Any approved Carolina Core AUI course</td>
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</table>

| Overlay Eligible Courses (3-9) – Up to two of these three CC requirements may be met in overlay courses |       |       |
| CMS: Effective, Engaged, & Persuasive Communication (0-3*) - Any approved overlay or stand-alone Carolina Core CMS course. |       |       |
| SUS recommends SAEI 200:                                                                    |       |       |
| INF: Information Literacy (0-3*) - Any approved overlay or stand-alone Carolina Core INF, with the exception of SUS 202. |       |       |
| SUS recommends ENGL 102:                                                                   |       |       |
| VSR: Values, Ethics, & Social Responsibility (0-3*) - Any approved overlay or stand-alone Carolina Core VSR course |       |       |
| SUS recommends SAEI 200:                                                                   |       |       |

<table>
<thead>
<tr>
<th>Major Requirements (36)</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major requirements must be passed with a C or better</td>
<td></td>
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<tr>
<td>SLIS 201</td>
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<td>SLIS 202</td>
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<td>SLIS 301</td>
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<td>SLIS 402</td>
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<td>CSCE 204</td>
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<td>SLIS 330</td>
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<td>ITEC 265</td>
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<td>ITEC 362</td>
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<tr>
<td>SLIS 420 OR 450 (representative core)</td>
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<tr>
<td>SLIS 494 OR 496</td>
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<tr>
<td>SLIS Elective 1</td>
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<tr>
<td>SLIS Elective 2</td>
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</tbody>
</table>

**Minor or additional approved electives (18)**

- Minor 1
- Minor 2
- Minor 3
- Minor 4
- Minor 5
- Minor 6

**SLIS Electives: SLIS 310, 315, 410, 430, 435, 440, and 480**

*The CMS, INF, and VSR requirements must include three hours not being used to satisfy Core requirements outside those three areas.*

**SPCH 140 may not be selected if it was used to satisfy the Carolina Core CMS requirement.**

***Minor or approved electives must be approved & on file in the Student Services Office no later than the end of the Junior year. Students without approved minors or electives on file might experience delays in progression and/or graduation.*

| Other General Education Requirements (36 Hours)                                           |       |       |
| Carolina Core GHS:                                                                       |       |       |
| Carolina Core GSS:                                                                       |       |       |
| ACCT 222                                                                                 |       |       |
| ECON 224                                                                                |       |       |
| CSCE 101                                                                                 |       |       |
| CSCE 102                                                                                 |       |       |
| ENGL 460, 462, or 463                                                                    |       |       |
| MATH 210                                                                                |       |       |
| JOUR 101                                                                                |       |       |
| LING 500                                                                                |       |       |
| MKTG 230                                                                                |       |       |
| SPCH 140 OR 260                                                                         |       |       |
CAREER SERVICES

The University of South Carolina's Career Center is set up to help students with their career planning and development.

Career Resources

- Individual career coaching meetings
- Resume and cover letter review
- Mock interview sessions
- Professional networking and skill training programs
- Annual career fairs
- Job Opportunity Search
- Job Opportunities

Networking and Getting Connected

Students in the BSIS degree also have the opportunity to be matched with a professional who will mentor them on career opportunities through mentor match.

CHANGE OF MAJOR

Admissions Criteria

In order to change your major into SLIS, you must have at least a 2.5 USC GPA.

Procedure for Changing Your Major

The procedure to change your major varies depending on your current academic status. If you meet the admissions criteria listed above, use the chart below to navigate changing your major into SLIS.

<table>
<thead>
<tr>
<th>Are you a first-semester freshman and want to change your major to the SLIS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester freshman students who want to change their major into the SLIS can do so after their first semester grades have posted. Visit the University Advising Center to complete the change of major paperwork. You will need to drop off your change of major paperwork at the CIC Student Services Office, located at 800 Sumter Street, Ste. 118, to complete this process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Currently enrolled as an Information Science major but want to change majors to another school/college at USC?</th>
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</thead>
<tbody>
<tr>
<td>We are sorry to see you go but know you will find other great opportunities here at the university. Please visit the USC Academic Advising Center to make an appointment with a major change advisor who will help you navigate through the process of changing your major.</td>
</tr>
</tbody>
</table>