

Checklist for new Communication majors and minors

1. Read the Communication Department section in the UIS Guide to Programs (paper version) or the UIS Course Catalog (web version: www.uis.edu/UISCatalog/) to learn the requirements for a Communication major or minor.
2. Consult the Communication Department website (www.uis.edu/com) for the link to the department's Undergraduate Student Handbook or Graduate Student Handbook to learn about the department and student procedures.
3. Consult the UIS Registrar's website (www.uis.edu/registration) for course descriptions.
4. Keep your "Notice of Admission" from the UIS admissions office and bring it with you to any appointment you have with your COM adviser.
5. Obtain an advising sheet from the Communication Department office or your adviser to help track your progress through the major.
6. Regularly monitor your progress toward your degree by using the DARS Web for Students. The DARS report is an unofficial audit/review of your degree progress and includes all completed courses as well as those currently in progress. It will answer many questions concerning what requirements have been met and what requirements need additional coursework. It is the student's responsibility to confirm official degree progress by consulting with her/his Communication adviser from time to time.
Instructions for using DARS can be found on the UIS Registration website: <http://www.uis.edu/registration>. Scroll down the page to the section titles "Graduation/Degree Audits."
Please note that DARS isn't perfect and doesn't always assign a COM course to your intended emphasis area – interpersonal communication or journalism/media studies. This issue can be corrected with a simple petition submitted through your COM adviser.
7. Contact your Communication adviser when you have a question that cannot be answered by consulting the resources above.