Instructional Systems and Workforce Development (ISWD)
Graduate Info/Checklist for MSIT

	Stage	What-to-Do	Req. Forms	Notes/Remarks
☐	After you are admitted to the MSIT program…	• Contact your advisor for course schedule and registration.	• Grad. Registration Request Form (if needed).	• You'll get an *acceptance letter* indicating who your advisor is. IF not received, please contact the program coordinator.
☐	Taking courses…	• Contact your advisor for course schedule and registration. • Understand the Portfolio Requirement (TECH 8793)	• Grad. Registration Request Form (if needed) • Review: Portfolio Requirement	• Contact your advisor if you run into any error or problem when registration. • Store your course projects and assignments safely.

☐	Making changes…	• Fill out the necessary forms and send to your advisor, for example:
		  ○ Course Retake
		  ○ Concentration or Campus change
		  ○ Transfer
			• Check the OGS web site for the necessary form(s)	• Discuss with your advisor.

☐	Before taking your comprehensive exam…	• Form your grad. committee (a total of 3 members -- in addition to your major advisor, 2 other committee members).
		
		• Complete the following forms:
		  ○ Committee Request Form
		  ○ Program of Study (POS)/CAPP
			• Check the OGS web site for the *Committee Request* Form
			
			• Get a copy of POS/CAPP from the Dept. Associate (or your advisor).
				• Secure all signatures required for the forms.
				
				• For your record, make sure to save your Committee Req. Form and POS/CAPP properly.
				
				• Contact your committee members for study guide.

☐	Taking the comps… Applying for graduation (online)…	• Complete and return the checklist for comps sent by the Dept. Associate before due. • Take the comps online (via Canvas)		• To prepare your comps, please refer to the MSIT Exam page. • You will be emailed about the exam result.