

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.		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)		- 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)	- Check the OGS web site for the <i>Committee Request Form</i> - Get a copy of POS 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 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.