

New Student MS/MLA Advising Checklist

Getting Started

- Review Rackham's [grading policy](#)
 - Test your knowledge: What are the requirements for good academic standing?
- Update your Google calendar
 - Add [registration deadlines](#)
 - Add assignment due dates and [final exams](#) from your class syllabi
 - Add submission deadlines for any applications that you plan to fill out.
 - Block time on your calendar for classes + time to commute to campus
- Bookmark [the list of SEAS courses](#)
- Read through [Academic Integrity Policy](#).
- Bookmark the [Forms, Handbooks, and Policies page](#) - this is where you can find PDF versions of course waiver forms, handbooks, etc.
- Read through [the Academic Advising Page](#) and [Advising and Mentoring Resources](#).

Set Up Advising Meetings in Your First Month

Be proactive in seeking advice from faculty, staff, and fellow students. Reach out to faculty, track leaders, and SEAS & PitE Center staff to address academic and personal issues; as a graduate student, do not presume that they will reach out to you first.

- Go to your faculty [advisor's drop-in hours](#) and introduce yourself.
 - Alternative to drop in hours: schedule a 1:1 meeting with your assigned faculty advisor, and discuss best mechanisms for periodic engagement.
 - Think in advance about the information that you need. Seek out and secure the advice you need but be judicious in your use of faculty time. Be organized and thoughtful about what information you are seeking. Bring a list of questions or issues for discussion.
- Use SEAS web resources to answer some questions that may be dealt with as a general matter.
- Participate in organized specialization course advising sessions, career planning workshops, alumni panels, and the like.
- Recognize and take advantage of the multiple advising resources at SEAS and UM, including Student Center advisors and peer advisors.

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- [Make an appointment](#) with the advising staff to review your class schedule or degree requirements.
 - Optional: Bring up your goals and objectives so that they have a solid understanding of your future plans.
- [Make an appointment](#) with a career counselor for job search or career guidance help.
- Participate in organized specialization course advising sessions (ex. Winter Course Preview), career planning workshops, alumni panels, and the like.

If a faculty advisor is non-responsive:

- If the faculty does not respond after 1 week: resend the message. Sometimes, faculty schedules will delay responses. Resend messages, go to drop in hours, or catch a faculty member before or after class as needed to get their attention.
- Try an alternative method of communication to email. Example: can you catch them after their class? Have you tried their drop-in hours?
- If they are still unresponsive, contact your Specialization Faculty Coordinator or Assistant Dean Kim Elliott or Associate Dean for Academic Affairs Michaela Zint for help.

Masters Capstone

- Consider your capstone options:
 - Read [the Master's Project Handbook](#)
 - Read [the Master's Thesis Handbook](#)
 - Read [the Master's Practicum Handbook](#)
 - If you have extensive interdisciplinary work experience: consider the [non-capstone option](#) (aka non-opus).
 - If you intend to declare a thesis or practicum: submit your change capstone Form by December 1, the semester before you begin capstone work.

Note: MS students begin registering for capstone credit in the winter semester of their first year.

MLA students begin registering for capstone credit in the winter semester of their second year.

Capstone projects typically last for 3 semesters.