LIS NEW STUDENTS CHECKLIST

https://lis.catholic.edu/

Congratulations! Welcome to the Department of Library and Information Science at The Catholic University of America! We are happy that you have joined us. Use this checklist to help you navigate throughout your journey!

☐ **START WITH CARDINAL STATION**
    a. Read and accept the "Statement of Financial Responsibility" via the link in the Finances section of your student center in Cardinal Students – How to use Cardinal Station: https://enrollment-services.catholic.edu/cardinal-students/
    b. Set-up authorized payer in cardinalpay.
    c. For your cua.edu email, log into mail.google.com. If you encounter a problem, contact TechSupport at 202-319-4357.

☐ **ENROLLMENT – HOW TO REGISTER**

  https://lis.catholic.edu/academics/courses/how-to-register/

    a. Plan your studies & register for via Cardinal Students https://cardinalstudents.cua.edu
    b. Check important dates on academic calendar https://enrollment-services.catholic.edu/academic-calendar/
    c. Course schedule: https://lis.catholic.edu/academics/courses/course-schedules/
    d. Questions about what courses to take? Contact your assigned faculty advisor.
    e. Questions about enrolling in a course which needs a perquisite? Get approval from the instructor of that course to grant you permission to take the course.
    f. Issues with course enrollment? Contact Margaret Pooley – cua-lis@cua.edu
    g. Issue with your student account? Contact Louise Gray – cua-lis@cua.edu

☐ **LOG INTO BLACKBOARD – blackboard.cua.edu**
    a. Visit Blackboard and create your student profile in the LIS Student course
    b. View your classes and announcements

☐ **NOW YOU ARE READY TO BEGIN YOUR STUDIES @ LIS! -** https://lis.catholic.edu/
    a. Main Admin Office Location – Columbus School of Law – Suite 314 – 202-319-5085
        Staff:
        Louise Gray (Program Coordinator) – 202-319-5086 – enrollment, academic systems, graduation, LIS events, students accounts, scholarships, etc.
    b. Official Transcripts – If you have a previous advanced degree, make certain the school has an official transcript on file to waive your 6 credits.

Optional:

☐ **VISIT THE PRYZBYLA CENTER** – https://pryzbyla.catholic.edu/about/offices.html
    a. Parking - https://transportation.catholic.edu/, Pryz Center – Room 242
    b. Cardinal Card. Upload your photo and pick up your student I.D. Card, Room 242
    c. Disability Services – Room 127 https://dss.catholic.edu/

☐ **VISIT THE MULLEN LIBRARY http://libraries.catholic.edu/**
    a. The Writing Center - https://english.catholic.edu/writing-center/