

University of Pittsburgh  
School of Information Sciences  
Library and Information Science Program

## WISE Policies and Procedures

### Guidelines for University of Pittsburgh Students

YOU MUST REGISTER WITH YOUR ACADEMIC ADVISOR!

SIS MLIS students have the opportunity to select from a wide array of online courses from institutions within the WISE consortium. Approval for all students taking WISE courses rests with their home school. MLIS academic advisors must evaluate each student's qualifications according to the following guidelines because there are a limited number of spaces available in WISE courses.

- Student **MUST** meet with their advisor and obtain permission to take a WISE course
- Student agrees to the course parameters of the host institution including course management tools, grading, dates of term (which may differ from the University of Pittsburgh) and any required residencies
- Course is appropriate to the student's plan of study
- Student must have completed at least four (4) of the core area courses from SIS with a QPA of 3.5 (or have advisor's approval)
- Student has access to technology necessary for completion of course
- Student has technical knowledge to complete course successfully
- Student is fluent in English
- Student may take up to six (6) elective credits in the WISE Consortium
  - Student will enroll for a Special Topics (LIS 2970) course through Pitt
- Student may NOT substitute any WISE course for a core requirement

#### Steps for Enrolling in a WISE Course

1. Explore the WISE website at <http://www.wiseeducation.org>.
  - Log in with username WISE and password SIS.
  - Select the semester in which you are interested from the drop-down box.
  - Click on the "View Classes" button.
  - Click on "View Details" in green text on the right side to bring up comprehensive information about each class.
2. Meet with academic advisor to gain permission to enroll in the course. Complete WISE Online Course Agreement Form and return to Sue Alman.
3. To enroll, go to <http://www.wiseeducation.org> and log in with same username and password
  - Select the Semester you are interested in from the drop-down box.
  - Click on the "View Classes" button.
  - Click on "View Details" in green text on the right side.
  - Click "Request Enrollment in This Class!" on the class detail page. This will take you to a simple form.

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Library and Information Science Program

4. When you complete the form, a request ticket will be opened up for you by the WISE website. The WISE coordinator will facilitate the enrollment process and give you updates via email whenever there is a change in the status of your request.
  - Make sure you remember to Logout by clicking on “Logout” in green text in the upper right.

Username: WISE  
Password: SIS

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School of Information Sciences  
Library and Information Science Program



## Online Course Agreement Form

Please return to Sue Alman ([salman@sis.pitt.edu](mailto:salman@sis.pitt.edu))

\_\_\_\_\_  
Name of Advisor

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Student E-mail

\_\_\_\_\_  
Name of Course

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Term of Study

\_\_\_\_\_  
Dates of Course

\_\_\_\_\_ has fulfilled the necessary requirements and is eligible to enroll in the course listed above if space is available. The student has read the WISE policies and procedures and agrees to abide by them.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date