

Dear Archives Management Concentration Students:

Welcome to Simmons SLIS, and to the Archives Management Concentration! My name is Kathy Wisser, and I am the Archives Management Program Director. I'm writing to provide you with some information that will help you to select your first LIS courses and begin planning your program of study.

As you prepare to register for your first semester at SLIS, please keep the following in mind:

- **LIS Virtual Orientation:** [LIS 400-OL](#) is required for all entering LIS students (no-credit, no-cost)
- **[LIS Core Curriculum](#):** All LIS students are required to complete these three core courses within their first 12 credit hours of study:
 - LIS 407: Information Sources and Services
 - LIS 415: Information Organization
 - LIS 488: Technology for Information Professionals
- **LIS 438 - Introduction to Archival Methods and Services:** Students in the Archives Management Concentration should take LIS 438 in your first or second semester. This is a prerequisite for most of the other archives courses and includes a 60-hour add-on field experience. Try to take this course in your first semester. This course is offered online and on the Boston campus in both Fall and Spring semesters, however it is only offered during the Spring semester on the SLIS West campus.

Depending on how many classes you plan to take your first semester, I have outlined recommendations below.

- **If you plan on taking 3 courses (full-time, 9 credits)**
 - LIS 415, LIS 438, and LIS 407 or LIS 488
- **If you plan on taking two courses (part-time, 6 credits)**
 - LIS 415 and LIS 438, LIS 407, or LIS 488
- **If you plan on taking one course (3 credits)**
 - LIS 407, 415, or 488

Questions? Please contact me at katherine.wisser@simmons.edu.

Creating a successful program plan depends on working closely with your advisor. You will receive the name of your advisor a few weeks before classes begin. Please make an appointment to speak with your advisor as soon as you receive their name. The archives faculty is looking forward to meeting with you!

Looking forward to welcoming you to Simmons,

Katherine Wisser
Associate Professor
Director of the Archives Management Concentration