

# STUDY CARD TIPS

*Please read before filling out Study Cards!*

## DO NOT, FOR ANY REASON, USE "TIME" AS A FILLER COURSE!

The Registrar's Office requires that all full-time students register for at least four courses per term. However, if you wish to take fewer than four courses in a term, you may use one or more "filler" courses to make up the difference. Since the English Department greatly discourages the appearance of "Time" on our students' transcripts, you will need to use one of the following substitutes for the "Time" designation:

### For First, Second and Third Year Students

#### ENGLISH 397:

- If you are taking courses and you wish to take fewer than four in a term, use ENG 397 ("Directed Study") in place of a course.
- If you are studying for 3rd-year Orals and no longer taking courses, enter ENG 397 **four times** on your study card.
- **Be sure to use your advisor's instructor number** (listed in the course catalogue under Eng. 398). If your primary advisor is on leave, you may use one of your other advisors' numbers or, if all else fails, the Director of Graduate Studies' number.

### For Third, Fourth, Fifth Year Students (and Beyond)

#### ENGLISH 398:

- "Direction of Doctoral Dissertations" should be used **only if you have passed your 3rd-year Field Oral Exam**.
- **Be sure to use your advisor's instructor number** (listed in the course catalogue under Eng. 398). If your primary advisor is on leave, you may use one of your other advisors' numbers or, if all else fails, the Director of Graduate Studies' number.
- Be sure to enter ENG 398 **four times** on your study card.

### NOT A SUBSTITUTE FOR TIME

#### ENGLISH 399:

- "Reading and Research" **must** be applied for in advance of the term in which you wish to take it. Basically, it is "Independent Study" and must be approved by the DGS and the faculty member with whom you wish to work.

- **Please Note:** One of the non-200-level courses may be taken as independent study **but not before the second semester of residence**. Other independent study courses may be permitted in exceptional circumstances, and with the concurrence of the professor that the work is essential to the student's program.

## COLLOQUIA (Doctoral Conferences):

Anyone who wishes to participate in a colloquium may register for it. The number should be placed as a **fifth** item on the Study Card. Be sure to check whether it is a full or half-year course and whether or not a signature is required.

## STUDY CARD EXAMPLES:

<i>1<sup>st</sup> and 2<sup>nd</sup> Year Students</i>	<i>3<sup>rd</sup> Year+ Students/Pre-Fields</i>	<i>3<sup>rd</sup> Year+ Students/Post-Fields</i>
1. Eng 288 Course	1. Eng 397 Directed Study	1. Eng 398 Dissertation
2. Eng 289 Course	2. Eng 397 Directed Study	2. Eng 398 Dissertation
3. Eng 150 Course	3. Eng 397 Directed Study	3. Eng 398 Dissertation
4. Eng 397 Directed Study	4. Eng 397 Directed Study	4. Eng 398 Dissertation
5. Eng 305 Narrative: Doctoral Conference	5. Eng 305 Narrative: Doctoral Conference	5. Eng 305 Narrative: Doctoral Conference

## SIGNATURES:

An instructor's signature is required for ENG 397, ENG 398, ENG 399, Doctoral Conferences, and all other courses marked with an asterisk (\*).

Students need to obtain signatures directly from instructors and/or advisors. THE REGISTRAR'S OFFICE REQUIRES ORIGINAL INSTRUCTOR/ADVISOR SIGNATURES. Unfortunately, English Department staff members **cannot** sign for faculty.

## INSTRUCTOR NUMBERS:

Instructor numbers are listed in the course catalogue under Eng. 398. If you are unable to find your instructor's number there, please contact the Registrar's Office directly for that information (495-1519).