

## INSTRUCTIONS For Enrolling In AMERICAN STUDIES 699(V) and 499(V)

1. American Studies 499/699 is a directed reading or directed research course. Such courses are not intended as routine alternatives to regular course offerings but rather as opportunities to explore themes and topics that are not covered in any available course within the American Studies Department or other departments within the University.

A directed reading/research 699 will be counted as a course towards an American Studies degree only if it carries 3 credits. Master's and doctoral students are limited to three credits of 699 to count towards their degree in American Studies.

Graduate students should first discuss with the graduate chairperson what is to be studied and with whom as well as justify why a 699 is the only feasible alternative.

2. To enroll in a 499/699, you must obtain the consent of a particular professor with an expertise on the topic you wish to pursue. This professor may be in American Studies or in another department.
3. Within a week after registration (no later than the first week of instruction), you must submit to the department office a one-page account containing the following (see sample format on back):
  - a. Course number
  - b. Semester/Year
  - c. Number of credits
  - d. Grade Option (letter grade or CR/NC)
  - e. Student's name
  - f. Faculty's name
  - g. Category/Field
  - h. Theme or topic to be explored.
  - i. Nature of the work to be done.
  - j. Justification as to why a 499/699 is the only feasible alternative.
  - k. Basis upon which the credits are to be awarded--a paper, exam, or whatever.
  - l. Frequency of student/professor meetings.
  - m. Student's signature.
  - n. Professor's signature.
  - o. Graduate chair's signature (if for a graduate student).
  - p. List of books to be read (if a directed reading course).
4. This one-page account must be signed by you, the professor and graduate adviser (for graduate students) and submitted to the department office (Moore 324). Without it, you will lose the right to have your directed work count towards your degree.

### Procedure for Registration:

1. If you wish to enroll in a Directed Reading/Research course (courses numbered 499 or 699), you must obtain a DIRECTED READING/VARIABLE CREDIT APPROVAL form from the American Studies Department office (Moore 324).
2. Complete/sign the form and obtain the instructor's approval and signature.
3. Present the signed form to the department office. The office will then issue a course reference number (CRN#) assigned to the faculty for the directed reading course.
4. With the CRN# you will be allowed to register for the directed reading course.

Note: When you register for directed reading courses, the number of credits are **defaulted to 1 credit**. Thus, to change the number of credits from 1 credit to xx credits, register via "Quick Registration"

- a. select appropriate term
- b. input appropriate CRN#
- c. select the "Change Class Options" and use the pulldown menu to highlight
- d. select the desired number of credits
- e. click on "Submit Changes"

- a. Course Number: \_\_\_\_\_
- b. Semester/Year: \_\_\_\_\_
- c. No. of Credits: \_\_\_\_\_
- d. Grade Option: \_\_\_\_\_ UH # \_\_\_\_\_
- e. Student's Name: \_\_\_\_\_ email: \_\_\_\_\_
- f. Faculty's Name: \_\_\_\_\_
- g. Category/Field: \_\_\_\_\_
- h. Theme to be Explored:
- i. Nature of Work to be Done:
- j. Justification as to why a 499/699 is the only feasible alternative:
- k. Basis upon which the credits are to be Awarded:
- l. Frequency of Student/Professor Meetings: \_\_\_\_\_
- m. Student's signature: \_\_\_\_\_
- n. Faculty's signature: \_\_\_\_\_
- o. Graduate Chair's signature (if applicable): \_\_\_\_\_
- p. List of Books to be Read: