TIMELINE REFERENCE FOR FIRST YEAR GRADUATE STUDENTS

Summary: This document contains a timeline of actions that graduate students should take at various stages of their first year experience. Where different, information for MA and PhD students is indicated below. Please also note that a number of helpful terms are explained below. Important dates are noted below and also appear in the “Orientation and Exam Calendar.”

SUMMER 2016 (PRE-ARRIVAL)

August 2016
1) **Review** “English Graduate Studies” (EGS) site: [http://portfolio.du.edu/egs](http://portfolio.du.edu/egs)
2) **Register** for classes on-line
   - Shortly after your official acceptance, you should have received from the Office of Graduate Studies an information packet that includes your **DU Banner ID** [aka your **DU ID**; aka your **eight-seven-hundred-number**]—all ID #s begin with the digits “87”
   - Before registering, please review your official acceptance and information packet. Please review as well any emails sent to you by Dr. Adam Rovner, **Director of Graduate Studies (DGS)** for the English Department.
   - Please review graduate course offerings on the English Department webpage: [http://www.du.edu/ahss/english/courses/index.html](http://www.du.edu/ahss/english/courses/index.html)
   - Both MA/PhD students typically register for two 4-credit graduate English courses per quarter (8 credit hours constitutes full-time enrollment). Graduate courses are on the “4000” level so you will need to scroll to the bottom of the page linked to above
     - **NOTE:** All PhD students who have been accepted as **Graduate Teaching Assistants (GTA)** in the University Writing Center must register for ENGL 4830-1 (CRN: 1045) “Teaching/Writing Literature,” a 2-credit seminar taught by Dr. Juli Parrish (Thursday 6:00-7:50 PM)
     - **IMPORTANT:** You will need to enter the **CRN** [“course reference number”] for each course you register for. The **CRN** is *not* the same as the “course number.” **EXPLANATION:** In the example in the “Note” above, the **CRN** is 1045, the “course number” is 4830-1.
   - Both MA/PhD students may take up to two courses on the 3000 level for graduate credit
   - You will need your **DU ID + passcode** [aka “password”] to register through Pioneer Web [https://pioneerweb.du.edu]
   - Please refer to the how-to register page found here: [http://www.du.edu/registrar/registration/howtoregister.html](http://www.du.edu/registrar/registration/howtoregister.html)
**FALL QUARTER**

**September 2016**
1) All students **attend** “English Department Graduate Orientation”
   - Scheduled for Wednesday **6 Sept** 1:00-3:30 in Sturm Hall (SH) 286
2) All students may **select** a **Faculty Advisor**. This form will be distributed at the “English Department Graduate Orientation”
   - **EXPLANATION:** You are not required to select an advisor, though you may want to do so. The **DGS** serves as the default advisor until another is selected.
3) Only those **PhD** students who have been awarded a position in the University Writing Center **attend** the Writing Center orientation
   - Scheduled for Wednesday **7 Sept** 9:00-2:30 in the Anderson Academic Commons (AAC) Shopneck Writing Center 280. For questions about this orientation, please contact Dr. Juli Parrish **juli.parrish@du.edu**
4) All students **attend** “Office of Graduate Studies” (OGS) orientation Scheduled for **9/9** 12:30-4:30 June Swaner Gates Concert Hall in the Newman Center for Performing Arts. Further information about this University-wide event may be found here: [http://www.du.edu/learn/graduates/orientation/online2013.html](http://www.du.edu/learn/graduates/orientation/online2013.html)
5) Classes begin on Monday **12 Sept**
6) All students **attend** “Graduate Student & Faculty Reception”
   - Scheduled for **15 Sept** 4:00-6:00 in SH 495 English Atrium

**October 2016**
1) All students **schedule** an appointment with your **Faculty Advisor** (or the **DGS**) for advising and registration for Winter 2017
   - Advising period begins Monday **10 Oct**
2) All students **register** for Winter 2017
   - Registration opens Monday **31 Oct**
   - To find out your registration time and to register, please log-on to **Pioneer Web**
   - **All PhD** students whether ENGL GTAs or Writing Center GTAs register for the course “The Critical Imagination” ENGL 4702 (CRN not yet assigned)

**November 2016**
1) Classes end on Friday **18 Nov**
2) Final exams held Saturday **19 Nov** through Tuesday **22 Nov**

**WINTER QUARTER**

**January 2017**
1) Classes begin Tuesday **3 Jan**
2) All students **schedule** an appointment with your **Faculty Advisor** (or the **DGS**) for advising and registration for Spring 2017
   - Advising period begins Monday **23 Jan**
   - At this appointment with your **Advisors**, please present them with the “Doctoral Advancement to Preliminary Candidacy” form available on the **EGS** site: [http://portfolio.du.edu/egs](http://portfolio.du.edu/egs); this form should be submitted in hard copy or electronically to
the Chair of the Department of English, Professor Clark Davis (cldavis@du.edu) after your advising session

February 2017

1) All students register for Spring 2017
   • Registration opens Monday 13 Feb
   • To find out your registration time and to register, please log-on to Pioneer Web

March 2016

1) Classes end Monday 13 Mar
2) Final exams held Tuesday 14 Mar through Friday 17 Mar