

Instructions for Enrolling in Courses for EPS Graduate Students

Revised: October 7, 2016

Mandatory enrollment deadlines:

For spring semester: December 15

For fall semester: May 15 for continuing students; new students enroll during orientation

Students in their first two years in the Ph.D. program:

- Students who are teaching assistants should enroll in 9 units of credit, not counting courses offered through the English Language Program (ELP). This 9 unit requirement can be exceeded by 1 to 2 units if needed to take a 4- or 5-unit course or a 1-unit seminar.
- All other students should enroll in 12 units of credit, again not counting courses offered through the English Language Program (ELP).
- To complete the enrollment process, students should first enroll in courses. If the total number of enrolled units is less than the required number listed above, then students should enroll in L19 EPSc 592 for enough units to reach 9 or 12 total (see above). Note that EPSc 592 has a specific section number for each research advisor.
- In the second semester of the first year in the program, students must enroll in at least 3 units of L19 EPSc 591 Graduate Research Project. Note that EPSc 591 has a specific section number for each research advisor. In the second semester only, EPSc 591 also replaces EPSc 592 for the purpose of adding units to reach the required 9 or 12 total enrolled units.
- Students that directly enroll in 200- or 300-level courses in other departments or in EPSc 201 should email Katherine Totty, copying their advisor, to request enrollment in LGS 9000 Full-time Graduate Research/Study. Enrolling in LGS 9000 is needed in this case to maintain full-time student status but can only be processed by the Graduate School. Copying of the advisor on the message documents their approval of this enrollment and confirms the student is in good academic standing. Katherine will collect all LGS 9000 enrollment requests and then submit them to the Graduate School for processing.

Students in their third through fifth years in the Ph.D. program:

- Students should enroll in courses as needed to meet requirements or to strengthen their preparation for research. Courses can be taken any semester as long as the total number of earned units is less than 72.
- Students cannot enroll in more than 9 units of courses as a teaching assistant or 12 units in all other cases. Students at this point in their graduate career are expected to have small course loads and be focused on research, so the need to enroll in 9 to 12 units of courses is expected to occur only under exceptional circumstances.
- All students must email Katherine Totty, copying their advisor, to request enrollment in LGS 9000 Full-time Graduate Research/Study. Enrolling in LGS 9000 is needed to maintain full-time student status but can only be processed by the Graduate School. Copying of the advisor on the message documents their approval for this enrollment and confirms the student is in good academic standing. Katherine will collect all LGS 9000 enrollment requests and then submit them to the Graduate School for processing.
- Students should not enroll in L19 EPSc 592 Research in their third year and beyond.

Students in their sixth year in the Ph.D. program:

- Students must email Katherine Totty, copying their Ph.D. advisor, to request enrollment in LGS 9002 Full-time Graduate Study Extension. Enrolling in LGS 9002 is the only way to maintain full-time student status and must be processed by the Graduate School. Copying of the advisor on the message documents their approval for this enrollment and confirms the student is in good academic standing. Katherine will collect all LGS 9002 enrollment requests and then submit them to the Graduate School for processing.
- Students in their sixth year cannot enroll in courses, seminars, or research.

Students in their seventh year and beyond in the Ph.D. program:

- Students must annually request, with their advisor, placement in Degree Candidacy Extended. This confers no financial support or other university benefits and does not provide full-time student status. International students are ineligible for Degree Candidacy Extended status because of visa rules.