

## **Department of English Language and Literature Admissions Checklist**

Congratulations on your admittance to a certificate or MA program in the English Department at EMU. Please use the following checklist to make sure that your transition into your program goes smoothly.

Carefully read both admissions letters you receive—the one from the English Department as well as the one from the EMU Admissions Office. Both contain important information.

Check the letter you receive from EMU Admissions to see the status of your admissions. If it's "conditional," please familiarize yourself with the various conditions and what you'll need to do to satisfy those. Brief explanations of each follow below. Students admitted conditionally are given degree status when they have fulfilled the requirements specified in your admissions letter. Students with a conditional status should work closely with their advisors and also be sure to inform their advisor when they have satisfied the condition.

*Condition 1* admission is for students who have deficiencies in their undergraduate preparation—students, for example, who have degrees in fields other than English and/or who have taken fewer than 24 credit hours of undergraduate English. Students admitted with this condition may be asked to complete undergraduate courses before enrolling in any graduate courses.

*Condition 2* admission is for students who have not yet earned their bachelor's degree (e.g., students who apply before winter or spring graduation for fall admission). These students simply need to provide a transcript that demonstrates that they have completed their undergraduate degree. (Transcripts should be submitted to the university Graduate Admissions Office.)

*Condition 3* admission is for students who are nonnative speakers of English and who score below the Graduate School and/or department minimum on the English proficiency examination(s). These students must take a placement test prior to starting classes at EMU. ESL classes will be recommended based on the student's performance on the placement test.

*Condition 4* admission is for students who do not meet the minimum GPA requirement (3.0) and/or who graduated from a non-accredited institution. These students typically must complete nine to 12 credit hours in good academic standing before being granted regular admissions status. Students with this admission status do not qualify for financial aid or a graduate assistantship until the condition is removed.

Review the English Department Graduate Handbook -  
[http://www.emich.edu/english/Graduate\\_Student\\_Handbook\\_2006.pdf](http://www.emich.edu/english/Graduate_Student_Handbook_2006.pdf)

If interested, and if you haven't done so already, apply for a Graduate Assistantship -  
[http://www.emich.edu/english/grad\\_studies/finaid.html](http://www.emich.edu/english/grad_studies/finaid.html)

Familiarize yourself with the requirements of your program (see the relevant sections within the Dept. Graduate Handbook)

Consult an advisor before registering for classes (registration begins in November for the Winter semester and in late March for the Spring, Summer, and Fall semesters). We encourage you to register as early as possible since some courses fill up quickly and end up closing. Below is a list of program advisors. Please note that email is the preferred method of contact for all of the program advisors.

Children's Literature – Professor Annette Wannamaker  
603L Pray-Harrold  
487-0148  
[awannamak@emich.edu](mailto:awannamak@emich.edu)

Creative Writing – Professor Laura George  
612E Pray-Harrold  
487-2425  
[laura.george@emich.edu](mailto:laura.george@emich.edu)

Linguistics – Professor Daniel Seely  
612D Pray-Harrold  
487-0145  
[tseely@emich.edu](mailto:tseely@emich.edu)

Literature – Professor Andrea Kastont-Tange  
603N Pray-Harrold  
487-2296  
[akastont@emich.edu](mailto:akastont@emich.edu)

Written Communication – Professor Steve Krause  
614G Pray-Harrold  
487-1363  
[skrause@emich.edu](mailto:skrause@emich.edu)

#### Register

For course lists, visit <http://ict.emich.edu/service/online/ocsb/>

For instructions on registering, see  
<http://www.emich.edu/students/onlineregistration.html>,  
or log into your my.emich account

If you are unable to register for a class because of a major restriction or prerequisite, contact Pat Healy or Cindy Young at 487-4220.

Obtain a parking permit – <http://www.emich.edu/publicsafety/parking.htm>

Attend the Fall English Department Graduate Orientation (usually the third week of September)

Become familiar with what a Program of Study is (see the Dept. Graduate Handbook). You are asked to file a POS by the time you have completed 18 hours of coursework; please set up an appointment with your advisor during your first semester in order to plan the POS.

If you have any other questions about registering or enrolling, contact the Department Graduate Coordinator, Professor Russ Larson, at [rlarson@emich.edu](mailto:rlarson@emich.edu) or 487-2670.