INSTRUCTIONS For Enrolling In ARCH 399(V) and 699(V)

1. Architecture 399/699 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 School of Architecture or other departments within the University.

   A directed reading/research 699 will be counted as a course towards the D Arch degree only if it carries 3 credits. Students are limited to three credits of 699 as a graduate course and 3 credits of 399 as an undergraduate course during the program.

   Students should first discuss with the undergraduate or graduate directors what is to be studied and why a 399/699 is the only feasible alternative.

2. To enroll in a 399/699, you must obtain the consent of a particular professor with an expertise on the topic you wish to pursue. The professor may be in Architecture or in another department.

3. The Directed Reading Course must be clearly distinct from your D Arch topic as each student is already receiving 12 credits for that work.

4. This one-page account must be signed by the student, the professor and graduate or undergraduate directors and submitted to the Student Services Office. Without it, you will lose the right to have your directed work count towards your degree.

5. All work undertaken in a 399/699 is also turned in the Student Services office to be kept in the student's academic file.

Procedure for Registration:

1. If you wish to enroll in a Directed Reading/Research course (courses numbered 399 or 699), you must obtain a DIRECTED READING/VARIABLE CREDIT APPROVAL form from the Student Services Office.

2. Complete/sign the form and obtain the instructor's approval and signature.

3. Present the signed form to the Student Services 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"