

MEMO

To: Graduate Students, Department of Spanish & Portuguese
From: Katia da Costa Bezerra, Director of Graduate Studies
Re: Registration for Spring 2008 classes
Date: October 1, 2007

Advising and registration for Spring 2008 graduate courses will take place
October 15, 17, and 19 2007.

Please read this memo and the attached documents carefully to familiarize yourself with the advising and registration procedure. If you will be taking your exams Spring 2008 or working on your dissertation and do not know how to register for the appropriate units, please see Isela.

All other students **must** make an advising appointment with me; **otherwise you will not be able to register**. After selecting your coursework, Isela will register you into the appropriate classes. *Please consult the attached schedule and contact Isela to sign up for an available time slot.*

You have received a list of courses and course descriptions via email. As part of the registration process, you must complete the attached Registration Form and bring it with you to your advising appointment. Please select possible classes on the basis of the course descriptions and complete the registration form **before** your appointment.

If you have any questions, please contact Isela Gonzales at iselag@email.arizona.edu.

SPRING 2008
Department of Spanish and Portuguese
Graduate Student Registration Form

Please fill out this form BEFORE your advising appointment and bring it with you to the appointment.

Name: _____ Local Phone: _____

Email: _____ Student ID Number: _____

Classification: _____ MA, first year _____ PhD, first year
 _____ MA, second/third year _____ PhD, second/third year

Expected date of comprehensive exams (semester, year): _____

Foreign Language Requirement (Ph.D. Students and Linguistics students only):

Language: _____
Date completed: _____

Classes that will be completed by Fall 2007:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Classes that I wish to take in Spring 2008:

1. _____
2. _____
3. _____
4. _____

Guidelines for Registration – Spring 2008

1. Students must complete the registration form and meet with me in order to be able to register for courses. **Students who do not follow this procedure will not be able to register.**
2. The student will select appropriate coursework in consultation with me during the advising period. **Please look at the description of classes to be offered before** your appointment and select the ones you are most interested in taking. Isela will register the student for the selected courses.
3. The advising and registration schedule is as follows:

Monday October 15, 2007
8:00AM– 12:00 NOON
1:00-4:00PM

Wednesday October 17, 2007
8:00AM – 12:00 NOON
1:00 -4:00PM

Friday October 19, 2007
8:00AM – 12:00 NOON

All advising for registration will be *by appointment only* during one of the times specified above. Sign-up sheets for appointments are in the Main Office, Modern Languages 545 (see Isela). You must sign up the day prior to your advising date; if you do not, I cannot guarantee that I will be available to meet with you. Please fill out the Registration Form **before** coming to your appointment.

If you are unable to meet during any of the times specified, please e-mail Isela to set an appointment: iselag@email.arizona.edu