

The UCLA Department of English

2020-2021 Departmental Honors Program Enrollment Instructions

These instructions are provided to avoid any confusion over the administrative aspects of the Departmental Honors Program. If you have additional questions, please see an advisor in the English Undergraduate Advising Office (remote access as of 6/18/2020.)

English 191H is a five-unit seminar taught by an English department instructor who serves as a Departmental Honors Program advisor for the academic year. You will be enrolled in English 191H by the Department of English before spring quarter begins.

English 198A is a five-unit contract course supervised by your thesis advisor. You will not receive a grade for 198A at the end of the quarter—the grade will appear as “IP” until you have completed 198B. To enroll in 198A:

- 1) You must know who your thesis advisor is before you can begin the process of enrollment in English 198A.
- 2) Log in to your MyUCLA page. Select “Contract Courses” under the “Classes” tab. Click on “Submit a New Contract” and follow the steps indicated, selecting the appropriate term, course type (“Honors Research 198”), subject area (English), course number (198A), and faculty advisor name. Where you are required to provide a short description of your research topic and indicate the tangible evidence you will provide, you may simply enter the working title of your thesis project and state that you will turn in “a 40-60 page honors thesis.” Indicate that you have **read** and **understood** each of the conditions of the contract by checking the appropriate boxes.
- 3) Save a PDF of the contract and obtain your faculty advisor’s e-signature. You do not need to get a signature from the department chair—we will take care of that step.
- 4) If remote learning: submit the e-signed contract to Advising Unit > English via MyUCLA MessageCenter. If campus is open: submit the signed contract to Kaplan 158 or 160. An undergraduate advisor will approve the form and process your enrollment online.

Note: The deadline to add the course to your study list for fall quarter is **October 16, 2020 (end of second week)**. You will be billed a \$5 late fee by the Registrar’s Office if the course is added during third week. Permission to add the course after third week is by petition to the College only.

English 190H is an optional, one-unit, P/NP, writing colloquium/workshop taught by an English Department instructor in fall quarter. To enroll in 190H, contact an advisor in the English Undergraduate Advising Office. Enrollment in English 190H is *strongly recommended* for all students engaged in work on a departmental honors theses (particularly critical research projects).

English 198B is a five-unit contract course supervised by the same thesis advisor who supervised 198A. Your final thesis grade for 198B will appear for a total of ten units for the work completed for 198A and 198B. To enroll in 198B, please follow the instructions for 198A above.

Note: The deadline to add the course to your study list for winter quarter is **January 15, 2020 (end of second week)**. You will be billed a \$5 late fee by the Registrar’s Office if the course is added during third week. Permission to add the course after third week is by petition to the College only.

If you are a member of the Departmental Honors Program, it is YOUR responsibility to enroll in English 198A and 198B in the appropriate quarters by the deadlines indicated.

Please do not miss enrollment deadlines, or wait until the last moment to get your advisor’s approval. We cannot guarantee that your advisor will be available to approve the form on the last Friday afternoon of the deadline. Our advice is to plan ahead, take care of the paperwork in the first week of classes, and enjoy writing your thesis.

Good Luck!