THE MASTER OF ARTS PROGRAM IN ENGLISH
AT
WAKE FOREST UNIVERSITY
This handbook is designed specifically for graduate students in the English department. Although everyone in the English department and the Graduate Office will be happy to help you with any questions you might have, this handbook will hopefully contain many of the answers you are looking for. The Graduate School Bulletin and the Student Handbook provided much of the information that follows, but people from many departments on campus also helped by answering questions and supplying information that could not be found in any printed sources.

Mary Visconti, a former M.A. student, first compiled this information. Later contributors included Victoria Schooler, Helen Davis, Kelley Miller, Emily Kader, Jessica Shellhammer, and Carrie Laughridge. Scott Berry and Bethany Chafin revised the handbook and made several additions. Rebecca Baker, Jennifer Blevins, Kaitlin Dunnevant, Jessica Whitehair, Alejandra Ortega, and Vivian Lang made the most recent revisions and additions. Many other current and former graduate students also offered valuable suggestions.
TABLE OF CONTENTS

THE MASTER OF ARTS PROGRAM IN ENGLISH ......................................................... 9
  Admission to the Program ................................................................................. 9
  Admission to Degree Candidacy ....................................................................... 9
  Basic Requirements for the Degree ................................................................. 10

THESIS REQUIREMENT ......................................................................................... 11
  Creative Thesis Option ..................................................................................... 12
  English Graduate Program Guidelines for Thesis Prospectus......................... 12
  Thesis Submission Procedure .......................................................................... 13
  Additional Expenses ......................................................................................... 14
  List of English Graduate Faculty ..................................................................... 14

FOREIGN LANGUAGE REQUIREMENT .................................................................. 19

GENERAL GRADUATE SCHOOL REQUIREMENTS AND INFORMATION ........... 20
  Requirements for Full-Time Status ................................................................ 20
  Minimum Grade Requirements ....................................................................... 20
  Grading ............................................................................................................. 20
  Auditing ........................................................................................................... 20
  Requirements for Residency .......................................................................... 21
  Leave of Absence ............................................................................................ 21
  Transferring to a Different Program ............................................................... 21
  Withdrawal from the University ................................................................... 22
  Departmental Scholarships, Fellowships, and Graduate Assistantships ....... 23
  Loans and Other Financial Aid ....................................................................... 23
  Graduate Student Travel Award ..................................................................... 24
  The Richter Scholarship .................................................................................. 25

EMPLOYMENT AT WFU ......................................................................................... 27

SUMMER SESSIONS .............................................................................................. 28
  Graduate Admission ......................................................................................... 28
  Summer Employment Opportunities ............................................................... 28
  Summer Session Financial Aid ....................................................................... 28

WFU’S CAMPUS ..................................................................................................... 30
  The English Department ................................................................................ 30
  The Graduate Cottage .................................................................................... 31
  Reynolda Hall .................................................................................................. 31
  Career Services ................................................................................................ 31
  University Counseling Center: https://counselingcenter.wfu.edu/ ................. 31
  The Z. Smith Reynolds Library: zsr.wfu.edu .................................................. 32
  Library Hours ................................................................................................ 33
  ZSR Library Facilities and Services .............................................................. 33
  Selected Departments, Collections, and Services ........................................... 35
  ZSR Library Policies ....................................................................................... 40
  The Benson University Center ....................................................................... 41
  Benson Food Court ........................................................................................ 42
  Benson Copy Center ......................................................................................... 42
THE MASTER OF ARTS PROGRAM IN ENGLISH

The principal aims of the master’s degree are preparation for doctoral study, for teaching at the advanced secondary level, and for professional writing.

Admission to the Program

Undergraduate seniors and graduates of accredited U.S. colleges and universities or recognized foreign institutions may apply for admission to the Graduate School. Undergraduates must complete their degree requirements prior to entering the Graduate School. The Graduate School also accepts applications from holders of the MD, DDS, or DVM degrees, or from candidates for these degrees who will have satisfactorily completed the prescribed medical curriculum prior to matriculation in the Graduate School.

Whatever their previous academic training may have been, all applicants should have superior records. This requirement is usually interpreted as at least a B average or standing in the upper quarter of the class or both.

All applicants are required to submit official scores on the General Test of the Graduate Record (GRE) administered by the Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000 (http://www.ets.org). The GRE Subject Test is recommended by not required for the Department of English. Usually these examinations are taken in the fall of the student’s senior year. When applying to take the GRE, applicants should enter the Wake Forest University Graduate School code 5885 for programs of study on the Reynolda campus. Test scores will be received from Education Testing Service.

Applicants for graduate work in the English department are expected to hold an undergraduate degree in English from an accredited institution. This major should consist of a well-rounded selection of courses demonstrating significant exposure to the range of literatures written in English and to ideas of literary history and interpretation. Candidates for degrees are required to have a reading knowledge of a modern foreign or classical language. After consulting with his or her advisory committee, the student can meet this requirement by making a satisfactory grade in an advanced reading course in a foreign language taken in residence at the University or by satisfactorily passing a translation examination administered by the English department. With approval of the department, a classical language may be substituted.

Admission to Degree Candidacy

Admission to graduate standing does not necessarily commit the student or the University to a program of study leading to a graduate degree. Students who wish to become candidates for degrees must file applications for candidacy with the dean of the Graduate School at least three months prior
graduation and with recommendation by the major department. The student must have satisfactorily met any foreign language or special skills requirement and is expected to complete the master’s degree requirements with one additional semester’s work. It must be done at least three months prior to graduation.

**Basic Requirements for the Degree**

1. Twenty-four hours of course work (eight classes) with a grade of B or above.
2. A thesis (six credit hours) written under the direction of a graduate faculty member.*
3. Fulfillment of the foreign language requirement.

The Master of Arts Degree in English is awarded to candidates who complete a minimum of 24 semester hours of faculty-approved course work, earn an average grade of B or above in all courses attempted, meet the foreign language requirement, and complete an acceptable thesis (for which six credit hours of the 30 required for graduation are allotted). Students may add further hours for thesis research, but these cannot be substituted for any part of the required 24 hours of course work.

*The thesis requirement is currently undergoing some possible changes. Dr. Omaar Hena, Director of Graduate Studies, will have more information regarding this requirement and the structure of the final project for MA candidates. See the Thesis Requirement section for more information regarding pedagogical and creative thesis options.

**COURSE REQUIREMENTS**

The courses available to students in the master's degree program offer opportunities for study and research in most major areas of both British and American literature as well as other English language studies. Graduate seminars (numbered above 700) particularly emphasize the pursuit of independent study and research that may spark the development of future thesis projects.

The 24 credit hours required for the degree must include at least 15 hours (five classes) in courses numbered 700 or higher. The remaining nine hours (three courses) can comprise either 600- or 700-level courses. MA candidates who are enrolled in undergraduate courses at the 600 level will be required to complete additional course work beyond the work listed on the class syllabus in order to receive graduate credit for the course.

Wake Forest will allow for as many as six hours of graduate work to be transferred from another institution, but transferring credit hours does not shorten the minimum requirement for residency.
THESIS REQUIREMENT

In the second year, after students have completed their course work and language requirements, and upon recommendation of the English department, they may apply for Degree Candidacy (usually at the very beginning of spring semester; check the graduate academic calendar for deadlines). At this point, the student will work with a thesis adviser. Two additional faculty members will be added to the thesis committee for the purpose of the thesis defense.

Students are expected to complete their theses with one additional semester’s work. Six of the 30 hours required for the MA degree in English are therefore allotted for the thesis. Although six semester hours of credit are recorded when a thesis is approved, no letter grade other than S or U is ever assigned for the courses entitled Thesis Research. If a U is assigned, the course must be repeated and an S earned before the degree can be awarded.

Theses are written under the supervision of the student's advisory committee (an adviser and a second and third reader). It is your responsibility ask a faculty member from the English department to be your thesis adviser. When you have decided on your topic for the thesis, you should consult with a faculty member who has some familiarity with that particular subject, area, genre, or author. Professors in the English department advise no more than two graduate students per academic year. When you get an idea of whom you would like to work with, it is therefore advisable to ask that professor as soon as possible. When choosing an adviser, you should take into consideration whether or not a certain professor will be at the university for the full term of your program, and ensure that he or she is a member of the Graduate Faculty. A list of Graduate Faculty may be found below in this Graduate Handbook.

It is also your responsibility to organize your thesis committee. You may want to consult with your adviser about which other faculty members would be appropriate readers for the subject of your thesis. Your thesis committee will consist of your thesis adviser and two additional English Graduate Faculty. With the approval of your adviser, you may ask someone outside the English department to sit on your committee, but you must include this provisional reader in addition to at least three faculty members of the English department. It is also possible to have an external expert on the examining committee. The thesis or dissertation adviser must justify the participation of external experts who are not members of the Graduate Faculty on the basis of research, publications, and/or professional activities. If the expert is to be a voting and signing member of the examining committee, the adviser must communicate the external expert’s qualifications to the dean of the Graduate School in writing.

Upon completing your written theses, you should consult members of your committee to set a date and time for an oral examination, and then request for a room to be reserved for that date and time from the English office. You must distribute copies of your thesis to each member of your committee
with sufficient time for review prior to the examination date. In general, two weeks prior to the exam date is a fair window of time for committee members to familiarize themselves with the thesis. The oral examination covers the thesis and knowledge in related areas and is conducted at least ten days prior to graduation. A student may be re-examined only once. This oral examination typically lasts approximately one hour.

**Pedagogical Thesis Option**

In 2013, for the first time, two second-year students planning to teach English at the secondary level received permission to write theses grounded in pedagogical theory. These projects consisted primarily of critical literary analysis, like the traditional thesis, but pedagogical theory and practical classroom implementation ideas undergirded and supplemented the analysis. Students interested in writing a pedagogical thesis must discuss their goals with the Chair of the department and obtain the Chair’s permission prior to choosing their committees. A professor from the Education department should serve as a fourth member of these committees.

**Creative Thesis Option**

Students who plan to attend an MFA program after their Wake Forest MA may receive permission to write a thesis that includes a creative writing component. This project should consist primarily of critical literary analysis, but may also allow the student to explore literary concepts in a creative context. Students interested in writing such a thesis must discuss their goals with the Director of the graduate program and receive permission of the Graduate Committee before proceeding. A creative writing professor should serve as one of the members of the student’s thesis committee, though not as the student’s advisor or chair. For more, see Professor Amy Catanzano and/or Professor Joanna Ruocco. Students may also be required to register for or audit a graduate-level creative writing course while writing their theses.

**English Graduate Program Guidelines for Thesis Prospectus**

**Prerequisite:**
In order to minimize issues that may arise during thesis preparation, a B average (minimum) will be required of all students before they are approved to proceed to the prospectus stage.

**Procedure:**
*Adviser:* You should carefully choose your adviser. It’s a good idea to start with several choices of advisers and/or readers in mind. At this stage, and taking your adviser’s input into consideration, you may want to line up second and third readers for the project to secure their later participation. Along with your adviser, the second and third readers will make up the defense committee (which must
include at least three members of the English department’s Graduate Faculty).

Once a faculty member agrees to advise your thesis, you will discuss your project with the adviser and draft an outline indicating the anticipated focus and scope of the thesis. While this outline is not considered absolutely firm, it should give readers a fairly clear idea of the project’s general direction.

Prospectus Committee: After the adviser has approved the prospectus, you should submit four copies of the prospectus to the department’s administrative assistant, Anna Willis, who will distribute them to the members of the prospectus committee. While you cannot officially proceed until your prospectus is approved by the committee, you can turn to working on the thesis itself once you have submitted the prospectus.

Deadline: You must submit a version of your prospectus to your adviser at least one week before it is due to the prospectus committee so that the adviser may read over and approve your work. The deadline for submitting the prospectus will be the first day of class of the semester in which the thesis is to be completed (fall or spring).

Format: The thesis prospectus will include the following information:
   a) Title
   b) Adviser's name (and those of second and third readers, if they have been chosen)
   c) Statement of purpose
   d) Contextualization in current scholarship (discussion of existing research)
   e) Research methodology and approach(es)
   f) A clear description of prospective chapter divisions, even if these are merely tentative
   g) Working bibliography

Keep in mind that the English department office maintains a folder of approved prospectuses for your perusal and reference. You may wish to take advantage of this resource as you move toward writing your own prospectus.

Thesis Submission Procedure

The thesis varies in length, but it typically falls between 50 pages (minimum) and 80 pages (average).

Once the thesis is completed, you will need to distribute printed copies to members of your examination committee approximately two weeks prior to the scheduled thesis defense date. After receiving approval from the committee, you must make any necessary changes and submit an electronic copy (ETD) to the Graduate School via the UMI/ProQuest ETD Administrator tool.
Submission of an electronic copy of your thesis (ETD) is required by the Graduate School. In lieu of collecting bound copies for the WFU Libraries, ETDs will be collected locally via the WakeSpace digital archive, which is maintained by the Z. Smith Reynolds Library. The full text of your ETD will be publicly available, either immediately or after an embargo period, during which time access will be restricted to WFU IP only. Longer embargo periods are available pending approval from the Graduate School.

Submission of ETDs is not made until after all changes from the final examination have been incorporated and you have adviser approval (see above). At the time of submission, you will be asked to enter basic information that enables others to find your work, such as the title, abstract, and keywords. ETDs must be submitted as single PDF documents. Through the electronic release agreement provided by the Graduate School, students grant a license to the University to make the work publicly accessible in the current and potential future formats, which enables the Library to maintain and preserve the ETD. The Library will provide submission training sessions and individual assistance to students. Information on preparing and submitting your ETD can be found at http://etd.wfu.edu/.

Specific instructions for formatting your thesis and for electronic submissions can be found through the Graduate School website at http://graduate.wfu.edu/students/graduationrequirements.html.

Additional Expenses

As a graduating student, you are responsible for paying a graduation fee of $55 after the completion of your thesis and before graduation.

List of English Graduate Faculty

Current office hours for each professor are available from the English department office. To see information on publications, visit the English department website at http://college.wfu.edu/english/about-us/faculty/.

Laura Aull, Associate Professor (Tribble C-103)
BA, MA, Med, University of Notre Dame; PhD, University of Michigan
Areas of interest: U.S. Anthology and Textbook Production and Circulation, Corpus Linguistics, History of Rhetoric and Composition Studies, Writing Program Administration and Assessment
Contact: 336-758-4399 / aulll@wfu.edu
Anne Boyle, Professor (Tribble C-203)
BA, Wilkes College; MA, PhD, Rochester
Areas of interest: 19th and 20th Century American Literature; Women’s Studies
Contact: 336-758-5400 / boyle@wfu.edu

Chris Brown, Assistant Professor (Tribble C-202)
MA and JD, Georgetown University Law Center; PhD, University of Maryland
Areas of interest: African American Literature, Law and Literature, 19th and 20th Century American Literature, Critical Theory and Critical Race Theory
Contact: 336-758-7133 / browncm@wfu.edu

Amy Catanzano, Assistant Professor (Tribble C-314)
BA, Colorado State University; MFA, Iowa Writers’ Workshop, University of Iowa
Areas of interest: Poetry and Poetics, Fiction, Cross-Genre and Cross-Cultural Texts, Literary Criticism, Science and Literature, Pataphysics, the Literary Avant-Garde, Independent Publishing and Literary Journals
Contact: 336-758-5687 / catanza@wfu.edu

Dean Franco, Professor (Tribble C-208)
BA, University of California; MA, California State; PhD, University of Southern California
Areas of interest: 19th and 20th Century American Literature, Ethnic American Literature, Jewish Cultural Studies, Chicano and Latino Literature
Contact: 336-758-3549 / francodj@wfu.edu

Jennifer Greiman, Associate Professor (Tribble C-206)
PhD in Comparative Literature, University of California Berkeley
Areas of interest: 18th and 19th century U.S. literature, political and democratic theory, Herman Melville
Contact: 336-758-4491 / greimaj@wfu.edu

James M. Hans, Charles E. Taylor Professor of English (Tribble C-212)
BA, MA, Southern Illinois; PhD, Washington (St. Louis)
Areas of interest: Literary Criticism, Contemporary American Literature
Contact: 336-758-5376 / hans@wfu.edu

Susan Harlan, Associate Professor (Tribble C-111)
BA, Columbia University; MA, King’s College London; MA, PhD, New York University
Areas of interest: English Renaissance Literature, Shakespeare, Material Culture, Militarism
Contact: 36-758-4582 / harlanse@wfu.edu
Omaar Hena, Associate Professor and Graduate Program Head (Tribble C-102)
BA, Wake Forest University; MA, University College, Dublin; PhD, University of Virginia
Contact: 336-758-5925 / henao@wfu.edu

Sarah Hogan, Assistant Professor (Tribble C-211)
BA, MA, Syracuse University; PhD, University at Buffalo (SUNY)
Areas of interest: British Literature (1500-1700), Shakespeare, Spenser, and Milton, Renaissance Women Writers, Literature of the Atlantic Encounter, Presentism, Postcolonial Studies, Cultural and Historical Materialism, Utopian Studies, Critical Theory and Pedagogy, Science Fiction
Contact: 336-758-5403 / hogansa@wfu.edu

Jefferson Holdridge, Professor (Tribble C-104)
BA, San Francisco State University; MA, University College, Dublin; PhD, University College, Dublin
Areas of interest: Irish Literature from Swift to Contemporary Period (emphasis on W.B. Yeats and 20th Century Irish Poetry), Late Victorian and Modernist Poetry, Aesthetics
Contact: 336-758-3365 / holdrij@wfu.edu

Melissa Jenkins, Associate Professor (Tribble C-112)
BA, Wake Forest University; MA, PhD, Harvard University
Areas of interest: 19th Century British Literature and Culture, History of the Novel, Gender Studies, Regional American Literature (New England and the American South)
Contact: 336-758-3919 / jenkinms@wfu.edu

Claudia Thomas Kairoff, Professor (Tribble C-207)
BA, College of Notre Dame of Maryland; MA, Virginia; PhD, Brandeis
Areas of interest: 18th Century Poetry, Pope, 18th Century Women Writers
Contact: 336-758-5375 / kairofct@wfu.edu

Scott W. Klein, Professor (Tribble C-204)
BA, Harvard; BA, MA, Cambridge; MA, MPhil, PhD, Yale
Areas of interest: Modern British Novel, James Joyce, History of the Novel, the Avant-Garde, 20th Century English Literature
Contact: 336-758-5399 / klein@wfu.edu
Philip Kuberski, Professor (Tribble C-105)
BA, MA, PhD, U. of California - Irvine
Areas of interest: Modern Poetry, Modernism, Mythology, Science and Literature
Contact: 336-758-5924 / kuberspf@wfu.edu

Zak Lancaster, Associate Professor (Tribble C-215)
BA, Emory University; MA, Teachers College Columbia University; PhD, Michigan
Areas of interest: Writing in the Disciplines, Academic Discourse Analysis, The Language of
Stance and Evaluation, Educational Linguistics
Contact: 336-758-3749 / lancasci@wfu.edu

Judith Irwin Madera, Associate Professor (Tribble C-209)
BA, University of Connecticut; MPhil, PhD, City University of New York
Areas of interest: Race and Creolization, Caribbean Literature, Literature of the Americas,
Colonialism, Environmental Ethics and Ecological Theory
Contact: 336-758-3911 / maderaji@wfu.edu

Barry G. Maine, Professor (Tribble C-205)
BA, Virginia; MA, PhD, UNC- Chapel Hill
Areas of interest: Modernism, American Novel, Literature and Other Arts
Contact: 336-758-5380 / maine@wfu.edu

Gillian Rose Overing, Professor (Tribble C-210)
BA, Lancaster (England); MA, PhD, State University of New York at Buffalo
Areas of interest: Anglo-Saxon Literature, Linguistics, History of the English Language
Contact: 336-758-5384 / overing@wfu.edu

Herman Rapaport, Reynolds Professor of English (Tribble C-109)
PhD, University of California Irvine
Areas of interest: Milton, Theory, Psychoanalysis, Relationship between the Arts
Contact: 336-758-5386 / rapapoh@wfu.edu

Jessica Richard, Associate Professor and Department Chair (Tribble C-214)
BA, Goucher College; MA, PhD, Princeton
Areas of interest: 18th century British Fiction; Gambling in 18th-century Britain; British
Exploration Narratives
Contact: 336-758-3548 / richarja@wfu.edu

Joanna Ruocco, Assistant Professor (Tribble C-315)
BA, MFA Brown University; PhD, University of Denver
Areas of interest: Creative Writing, Domestic fiction, Narrative theory, Samuel Beckett, Zimbabwean literature
Contact: 336-758-8630 / ruoccoj@wfu.edu

**Gale Sigal**, Professor (Tribble C-107)
BA, City College (New York); MA, Fordham; PhD, City University of New York
Areas of interest: Medieval Poetry, The Legend of Arthur, Victorian Medievalism, Chaucer
Contact: 336-758-6143 / sigal@wfu.edu

**Erica Still**, Associate Professor (Tribble C-108)
BA, Temple University; MA, PhD, University of Iowa
Areas of interest: African American Literature; Trauma Studies; Religion and Literature; Critical Theory
Contact: 336-758-3753 / stillel@wfu.edu

**Olga Valbuena**, Associate Professor (Tribble C-110)
BA, University of California—Irvine; MA, PhD, State University of New York at Buffalo
Areas of interest: Shakespeare, Early Modern Literature, Early Women Writers
Contact: 336-758-5646 / valbuenol@wfu.edu

**Eric Wilson**, Thomas E. Pritchard Professor of English (Tribble C-310)
BA, Appalachian State University; MA, Wake Forest University; PhD, Graduate Center, City University of New York
Areas of interest: 19th Century American Literature, Transatlantic Romanticism, Literature and Science, Western Esoteric Traditions, Creative Writing (Creative Nonfiction)
Contact: 336-758-5746 / wilsoneg@wfu.edu
FOREIGN LANGUAGE REQUIREMENT

Unless you have already taken 18 course hours in a single foreign language as an undergraduate, you will have to either pass a reading/translation proficiency test during your first academic year, or earn at least a B in one of Wake Forest’s language courses.

During the summer before matriculating to Wake Forest, each student will take an online Foreign Language Placement Test. The score will help determine which alternative the student should pursue to meet the foreign language requirement. You should begin to review your chosen language as soon as possible, preferably by learning to translate passages into English accurately and efficiently. Regardless of which alternative you choose, in the event that you feel apprehensive about your foreign language skills you are permitted to pursue further course work in your chosen language. It is advisable to begin these courses as early as possible in your academic program. Such course work must be taken as an overload and is not counted towards the MA degree. If you need to take language classes, you may register for them at the same time as you register for your English MA courses.

The reading/translation proficiency test will be administered twice during your first academic year, once in October and once in March (unless you’re taking the test in German, in which case the exam will be scheduled on an individual basis). You will be allowed the use of a dictionary and other print references. Most candidates choose to take the exam in either French or Spanish, but languages such as Latin, Greek, Italian, or German are also acceptable. Students enrolled in the Interdisciplinary Graduate Certificate Program in Medieval Studies may also use Old English, Old Norse, Provençal, or any other appropriate medieval language to fulfill the requirement. Other languages may be accepted pending the approval of the graduate committee. Most students who have taken the usual number of years of college language courses (two or three) pass the exam easily. You may retake the exam in the spring if you fail to pass in the fall. You should try to take the exam as early as possible, preferably during the first semester, so that you will have the opportunity to retake the exam if necessary. If you do not pass the reading/translation exam during the first year, then you must complete the appropriate course with a grade of B.

The foreign language requirement may be satisfied by completing one of the following courses with a grade of B or higher: Spanish 197, 213, 217 or 218; French 197, 212, 213, 215 or 216; Italian 215 or 216; German 153; Greek 211 or 212; or Latin 211, 212, 216 or 218. Other languages may be accepted upon approval by the graduate committee.

While no individual language course taken as an undergraduate may be used to fulfill the language requirement, evidence of eighteen hours (six semesters) of undergraduate work in a single language will be accepted as fulfilling the requirement.
GENERAL GRADUATE SCHOOL REQUIREMENTS AND INFORMATION

Requirements for Full-Time Status

Students who commit full-time to a graduate program as outlined by their faculty committee and are in full-time geographic residence with a minimum of nine semester hours of course work, including thesis research, are considered full-time students. Students registered as “thesis only” or “graduate fee only” may be considered full-time.

Minimum Grade Requirements

A student whose cumulative grade point average falls below 2.5 may be placed on academic probation. The student will have one semester to bring his or her GPA to 2.5 or greater; otherwise, the student may be dismissed from the Graduate School by the dean. The grade point average is obtained by dividing the total number of grade points earned by the total number of hours attempted for a grade, including hours for courses in which the grade is F. Thesis credit hours (which receive a grade of Satisfactory or Unsatisfactory only) do not enter into the GPA.

The minimum grade point average required for the MA degree in English is a 3.0 (or a B average).

Grading

Records of progress are kept by the institution on all students enrolled. Grade reports are furnished to students at the end of each semester or summer term. These grade reports are posted on WIN (Wake Information Network) and are usually viewable by the last day of exams.

More information about grading, dropping and adding courses, and more can be found in the Graduate Bulletin: [http://internal.graduate.wfu.edu/bulletin.html](http://internal.graduate.wfu.edu/bulletin.html)

Auditing

Auditing a course consists of participation in a course without receiving a letter grade or credit hours. When space is available after registration of students enrolled for credit, others may request permission of the instructor to enter the course as auditors. In no case may anyone register to audit a course before the first meeting of the class. No additional charge is made to full-time students in the Graduate School of Arts and Sciences; for others the fee is $85 per hour. In addition to the permission of the course instructor, permission of the adviser is required for degree-seeking students. An auditor is subject to attendance regulations and to other requirements of performance
established by the instructor. Although an auditor receives no credit, a notation of audit is made on the final grade report and entered on the record of enrolled students who have met the instructor’s requirements.

Requirements for Residency

The minimum residence requirement is one academic year (or three summer sessions). In all cases, work for the degree must be completed within six calendar years of the date when the candidate initially enrolled in the Graduate School.

Leave of Absence

Students who wish to take a leave of absence must receive approval from the department concerned and the dean of the Graduate School. The student must submit a leave of absence request in writing, be in good academic standing, complete forms required by the Graduate School for courses in progress, and provide letters of support from the program director and adviser. The maximum time for a leave of absence is one academic year. Wake Forest University does not have a leave of absence policy that would either exempt any student from the requirements of the Return of Title IV Funds policy, or extend federal student loan deferment benefits.

One month prior to the beginning of the semester in which the student plans to re-enter the Graduate School, a written reinstatement request must be sent to the dean of the Graduate School. The time spent during the leave of absence will not count in the maximum time allotted for the degree. If a student on an approved leave has not requested reinstatement after a year, the student will be considered to have withdrawn from the Graduate School.

Transferring to a Different Program

A student who wishes to transfer from one program to another should be allowed to do so provided the standards of the new department or program are met. The student should contact the graduate director of the department or program to which he or she wishes to transfer. After consultation with the graduate director, the student should interview with one or more prospective advisers. If a prospective adviser is identified, the student’s transfer request may be considered further.

Upon receipt of a written request from the student, the Graduate School will forward credentials from the student’s file to the graduate director for evaluation and consideration of financial aid. At the conclusion of this process, the graduate director sends a transfer recommendation to the dean of the Graduate School for approval. The student is not required to withdraw from an existing
program until the transfer request to the new department has been approved.

It is understood that the department or program from which the student is transferring would have no further financial responsibility for the student. The student must, however, complete the formal process of withdrawing from the original program by the end of the current semester.

**Withdrawal from the University**

Students who wish to withdraw from the Graduate School must complete the appropriate form, which requires approval from the department concerned and the dean of the Graduate School. Students who leave without following this procedure will receive a grade of F in each course in progress. Students on the Reynolda campus who were issued a Graduate School laptop computer are required to return it to Information Systems. See the full withdrawal and reinstatement policy in the Graduate Bulletin: [http://internal.graduate.wfu.edu/bulletin.html](http://internal.graduate.wfu.edu/bulletin.html)
FINANCIAL AID AND ASSISTANCE

Departmental Scholarships, Fellowships, and Graduate Assistantships

Full-tuition scholarships, partial-tuition scholarships, fellowships (full tuition plus approximately $4,000 in stipends) and graduate assistantships (full tuition plus approximately $8,000 in stipends) are available to qualified graduate students. Assistantships and fellowships include full-tuition scholarships as part of the grant plus compensation for services rendered. Students who are awarded graduate assistantships are required to work 12-15 hours per week in the University Writing Center. Fellowship recipients are expected to devote 5 hours per week to assisting with departmental activities.

Acceptance of a fellowship or an assistantship carries with it the obligation to perform duties assigned by the department. Unsatisfactory performance or failure to complete these assigned duties will result in the withdrawal of all financial aid. In this case, students may be allowed to continue the program by paying the remainder of their own tuition on a pro rata basis, provided they are in good academic standing, or they may be dropped from the program. Exceptions to this regulation may be made on an individual basis involving extraordinary circumstances and with the recommendation of the student’s department.

Assistantships and fellowships are potentially renewable, but the total number of years a student working toward the master’s degree may receive support may not exceed two. Information on financial aid awards will be included in the offer of admissions letter.

Loans and Other Financial Aid

More information about financial aid and assistance, including estimated costs of attendance and opportunities for external financial aid, may be found through grad.financialaid.wfu.edu and graduate.wfu.edu/cost-financial-aid-reynolda. Students applying to programs on the Reynolda campus may also contact Mr. Thomas Benza in the Student Financial Aid office at 336-758-5978 or by email at benzatp@wfu.edu for help with external financial aid. The English department or the Dean of the Graduate School will also supply information regarding levels of support to inquiring parties upon request.

Students may also apply for federal Stafford Loans and other loans by contacting the Graduate School. To apply for need-based federal financial aid, students must complete a Free Application for Federal Student Aid (FAFSA) annually in order to be considered for student loans. FAFSAs are available in the Student Financial Aid Office (4 Reynolda Hall) or online at www.fafsa.ed.gov. The
Graduate School of Arts and Sciences has the Federal Title IV school code E00429.

Graduate students on the Reynolda campus who are interested in the Guaranteed/Insured Student Loan Program should request information from their state agency or the student financial aid office. North Carolinians may receive applications from College Foundation Inc., PO Box 12100, Raleigh, NC 27605-2100.

A student must be in good academic standing and must be making satisfactory progress toward the degree to be eligible for a student loan. Unclassified (non-degree seeking) and provisionally accepted students are not eligible for financial aid.

Graduate Student Travel Award

MA students are highly encouraged to consider participating in local, national, and international conferences. You will frequently receive emails from Anna Willis, Gail Adams, the English department’s Director of Graduate Studies, and occasionally from other professors within the department, notifying you of any graduate student conferences that advertise within the English department. Upcoming conferences are also often advertised on the bulletin board in the English department workroom (Tribble C-213, right next door to the department office). For students interested in keeping abreast of calls for papers, the University of Pennsylvania maintains an excellent resource at [http://cfp.english.upenn.edu/](http://cfp.english.upenn.edu/) that is worth checking back with frequently throughout the year.

Thanks to the contributions of alumni and friends to the Graduate School of Arts and Sciences Annual Fund, financial awards are available from the Graduate School to support the expenses of students who present their research at national and international professional meetings. A maximum of $300 per award will be provided, and not more than one award will be given to any student in the same year. An Alumni Student Travel Award should supplement funds provided by other sources (e.g., funds from a faculty adviser or departmental program).* Students are encouraged to always check for funding for academic conference expenses!

Requests for support should be submitted by completing the form located at [http://internal.graduate.wfu.edu/students/travelaward.html](http://internal.graduate.wfu.edu/students/travelaward.html) and submitting it to the Graduate School office at least 30 days prior to travel. This form should be accompanied by an abstract of the paper to be presented and a letter of support from the student’s faculty adviser. A brief report detailing the benefits received from the travel should be submitted to the Graduate School office within one month of the student’s return.

24
If you have any questions, please contact Debbie Deheck (Associate Registrar and Business Manager for the Graduate School) at deheckds@wfu.edu.

* The amount of available funding varies from year to year, and it is often exhausted early in the academic year. It is advisable to inquire with the Graduate School about what kind of funding is available and to attempt to apply for the award and arrange for travel as early as possible during the fall semester. While the Student Travel Award may not cover all of your expenses, it is an excellent way to offset some of the costs of conference travel.

The Richter Scholarship

The Richter Scholarship is a competitive, independent study scholarship for students in the undergraduate College, the Calloway School and the Graduate School of Arts and Sciences on the Reynolda Campus of Wake Forest University. Richter Scholarships are awarded to students proposing an independent study project requiring travel away from Winston-Salem. International projects are especially encouraged. Most projects are expected to occur in the summer.

The Richter Scholar awards are for up to $5,000 and will be the largest single awards on campus for the purpose of independent study. Students are encouraged to pursue enriching, broadening projects that have the promise of being life-changing. Scholarship recipients are also eligible to apply for additional funds to cover extraordinary expenses of their research as well as to travel to present their results at scholarly meetings.

To enrich the independent study experience, each student is required to have a faculty mentor for his or her project. Copies of research reports and papers developed under the auspices of the Richter Scholars Program shall upon request be forwarded to the Trustee for the Richter Funds. All publications resulting from the Richter Scholar Program shall acknowledge the sponsorship of the Richter Memorial Funds.

A committee of faculty and administrators in the Graduate School will review applications and select the scholarship recipients. Scholars will be selected based on the following criteria: feasibility of the project, matching with the Richter Scholarships goals, contribution of the project to the overall education and enrichment of the student, commitment of the student and faculty advisor to the project, and the student's demonstrated ability to initiate and sustain creative activities and research. Students must have at least a 3.0 overall average at the time of application. Students must be in good standing with the University. Both the project and the final report must be completed before graduation.

For more information about the Richter, visit https://graduate.wfu.edu/richter-scholarship-
program/ or contact Sarah Lafferty Simpson by email at slaffert@wfu.edu or phone at 336.758.5385.
EMPLOYMENT AT WFU

The Residence Life and Housing office on the Reynolda Campus has a limited number of hall director and compliance advisor positions available to qualified graduate students. Interested students are urged to contact the Office of Residence Life and Housing for more information by calling 336-758-5185, emailing housing@wfu.edu, or visiting the employment section of rlh.wfu.edu.

The Barn, a venue for student gatherings of a social nature, has a small number of positions available for graduate students to assist with event and program management. Interested students are encouraged to contact campus life at 336-758-4070 or campuslife@wfu.edu.

The WFU Writing Center maintains a staff of 15-20 peer tutors that is comprised of a combination of graduate and undergraduate students (in addition to Graduate Assistants from the English department) to work as writing tutors. All students who work for pay in the Writing Center are hired and trained by the director, Dr. Ryan Shirey. You may contact him by email at shireyrd@wfu.edu or by phone at 336-758-5378, or find him in his office, ZSR Library 426B, located inside the Writing Center.

English graduate students have also found employment as academic tutors with Student-Athlete Services or the Learning Assistance Center. For more information about tutoring student athletes, students can contact Christia Fisher (Tutor Coordinator for Student-Athlete Services) at fisherch@wfu.edu or by phone at 336-758-3190; students interested in working as peer tutors with the Learning Assistance Center (LAC) should contact Donalee White at whitedg@wfu.edu or by phone at 336-985-6229.

ZSR Library employs many graduate students in various departments. The library’s application for student employment is online at zsr.wfu.edu/about/jobs/student-employment. MA students often work for ZSR as student assistants, but the library also hires several graduate students each year to serve as supervisors on weekends or in the absence of full-time staff in both the Circulation Department and in ZSR’s Media Room.

Additionally, the Office of Career Services (336-758-5902) employs a few graduate students each semester to assist with resume review.
SUMMER SESSIONS

Graduate Admission

Students who begin programs of study leading to the Master of Arts degree in the summer must be admitted to the Graduate School according to the procedures of the bulletin of the Graduate School. For those who wish to attend summer sessions as degree-seeking graduate students, application should be made to the dean of the Graduate School. The graduate bulletin and forms for admission and financial assistance are available from the Dean of the Graduate School; general graduate bulletins can be found at http://graduate.wfu.edu/bulletin.html.

Students who are currently enrolled and who plan to attend the summer session should make arrangements in the office of the Dean of the Graduate School.

Students who do not plan to pursue programs of study leading to the master's degree and who already hold an undergraduate degree may be admitted to the summer session as unclassified graduate students and may take courses for which they meet the prerequisites at the 300 and 400 levels. Unclassified graduate students attending for the summer only should make arrangements in the summer school office. Unclassified graduate students are not regarded as candidates for degrees. Subject to approval of the department, courses completed by unclassified students may be applied toward the master's degree if the student is subsequently accepted as a candidate for a master's degree. Unclassified graduate students must complete the application for admission and the health form provided by the summer school office, and they must present an official transcript of undergraduate work from the college or university from which they were graduated.

Summer Employment Opportunities

Opportunities for student employment during summer sessions are limited to summer tutoring in the Writing Center as well as a few positions in ZSR Library and with Student-Athlete Services. See the Employment at WFU section above for information about who to contact.

It is also possible that professors in the department who are planning to teach during summer sessions may need summer assistants. Another avenue which a number of graduate students have pursued (successfully) is teaching with the DUKE TIP program.

Summer Session Financial Aid

Because summer session charges are reduced for all students about one-half the amount charged for tuition in the regular academic year, it is not possible to provide additional scholarships for a large
number of students. However, a number of full-tuition scholarships and research grants are available for "Reynolda campus’s continuing students for the summer sessions. Interested persons should contact their respective Graduate Directors."
**WFU'S CAMPUS**

The buildings of most importance to a graduate student in the English department are:

1) **Tribble Hall (#13 on the campus map):** Tribble houses the English department office in room C201, along with most English professors' offices and the majority of the classrooms used for English courses.

2) **Reynolda Hall (#5 on the campus map):** Reynolda houses important offices including the Office of Career Services (Room 8), Student Financial Services (Room 107), and the University Counseling Center (Room 117).

3) **Z. Smith Reynolds Library (#7 on the campus map).**

4) **Benson University Center (#6 on the campus map),** which houses the copy center as well as study space and a convenient food court.

5) **The Graduate Cottage at Reynolda Village:** The Graduate School Cottage is located within Reynolda Village and houses the Grad School's administrative offices.

**The English Department**

Tribble Hall is architecturally confusing. The building is shaped like the letter “H,” and it houses three separate wings and multiple different departments. The best way to understand the layout of this building is to face it with your back to the Benson University Center and Z. Smith Reynolds Library to your right, then think “C-A-B.” The C-wing is to your left (the first upright leg on the “H”), the A-wing is in the middle acting as a horizontal connector, and the B-wing is to your right (the second leg on the “H”).

The English department is primarily located within the C-wing. The department office, which is staffed by Gail Adams and Anna Willis, is located in Tribble C-201; if you have questions about the program or the department, you can contact the office by phone at 336-758-5383 or email at english@wfu.edu. Once you arrive on campus, the department office will be an important resource for you as you register for classes, plan your thesis, and manage the day-to-day life of the MA program. Gail and Anna are both extremely helpful and very familiar with the details of how the English department runs, so it is advisable that you introduce yourself to them early on in your MA experience! Additionally, your mail folder is located in the office.

Most of the English professors' offices are located on the first or second floors of the C-wing or on the basement level. English classes are conducted in C-wing classrooms and on the first, second, and third floors of the A-wing.
The Graduate Cottage

The administrative offices of the Graduate School of Arts and Sciences are located in the Graduate Cottage in Reynolda Village. You can reach the Graduate School Office by email at gradschl@wfu.edu or over the phone at 336-758-5301 or 800-257-3166. The Graduate School Office’s mailing address is P.O. Box 7487, Winston-Salem, NC 27109-7487.

The Dean of the Graduate School is Bradley T. Jones, PhD. Debbie Deheck is the Business Manager for the Graduate School; you can contact Debbie by phone at 336-758-5301 or email at deheckds@wfu.edu. Contact information for other Graduate School personnel can be found online at http://graduate.wfu.edu/contact.html. The Graduate School also maintains a variety of other resources at http://graduate.wfu.edu. Sheila White is the Student Records Coordinator in the Graduate School office and is extremely helpful during your second year with formatting and submitting your thesis, as well as reminding you of important dates and deadlines regarding spring graduation. Her contact information is 336-758-6145 and whitesl@wfu.edu.

All registration of graduate students—except for ID validation—is handled in the Graduate School Office. All graduate financial aid matters (including federal loan application and distribution and University emergency loans) are also handled in the Graduate Office.

Reynolda Hall

Career Services

The Office of Career and Professional Development offers a full range of career services including job search guidance, internship opportunities, and full-time job listings. Other services include resume consultations and mock interviews.

The Office of Career and Professional Development is located in Reynolda Hall, Room 230. The office is open Monday-Friday from 8:30 a.m.-5 p.m. Appointments may be scheduled in person or by calling 336-758-5902. Jessica Long in the OCPD has taken on the role of specifically helping English majors and MA students.

University Counseling Center: https://counselingcenter.wfu.edu/

The University Counseling Center, located in Room 117 Reynolda Hall, offers a range of counseling and psychological services to students currently enrolled on Reynolda Campus.

The Counseling Center provides an invaluable resource for students engaged in difficult programs of graduate study, and many MA students from the English department in particular have worked with the University Counseling center throughout their graduate careers with very successful results. The
Center offers counseling for a wide variety of concerns including depression, anxiety, personal adjustment, disordered eating, managing stress, sexuality, and relationship issues. Students can discuss their personal, educational, and career concerns with a professional counselor or a psychologist. Brochures on studying, stress management, substance abuse, and other topics are also available. All services are confidential, and no fees are charged to students.

The University Counseling center is open Monday-Friday from 8:30 a.m.-5:00 p.m. Appointments may be scheduled during these hours in person or by calling 336-758-5273.

In addition to the services listed above, psychological emergencies occurring on campus during business hours are handled through the Counseling Center in cooperation with Student Health Services. After-hours and weekend emergency assistance from University Counseling Center staff is available by calling Student Health Service (758.5218). This service is not available when Student Health Service is closed during certain holiday periods, typically Thanksgiving and Christmas/New Year, or providing only daytime clinic hours, e.g., during summer sessions. During these periods, emergency assistance may be obtained from the following local resources:

North Carolina Baptist Hospital ED 336713-9000
Forsyth Medical Center ED 336-718-2001
WFU Police 336-758-5911

Also, two national organizations are available 24-7:
National Hopeline Network 1-800-SUICIDE (784-2433)
National Suicide Prevention Lifeline 1-800-273-TALK (273-8255)

The Z. Smith Reynolds Library: zsr.wfu.edu

The Z. Smith Reynolds Library, with a collection of over 1.7 million volumes, materials expenditures of almost $4 million, and an operating budget of over $7 million, serves over 4,300 undergraduates and 2,200 graduate and professional students within the Wake Forest Schools of Business and Accountancy, the Graduate School of Arts and Sciences, and the Wake Forest Divinity School.

The Reynolds Library was designed by Jens F. Larson, completed in 1956 and named in memory of Zachary Smith Reynolds, son of R.J. Reynolds. The Wilson Wing, completed in 1991, was designed by Walter Robbs Callahan & Pierce, and named in honor of Edwin Graves Wilson, vice president and former provost of the University, who taught English at the University for more than 40 years.
The library’s two wings are connected by a central atrium on the ground floor of the library (Reynolds 2) and by catwalks linking the fourth and sixth floors of each wing. Because the library’s floor plan can be very confusing until you become familiar with it, you may want to consult the map available at http://zsr.wfu.edu/about/maps for early visits.

Library tours are given at 11:00 a.m. every Thursday or by appointment (336-758-5475). Tours begin at the Reference Desk.

**Library Hours**

During the regular term, the library hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>Open 24 hours.</td>
</tr>
<tr>
<td>Friday</td>
<td>Open 12:00 a.m. to 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Open 10:00 a.m. to 7:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Open at 10:00 a.m. (begin 24-hour weekday schedule)</td>
</tr>
</tbody>
</table>

This schedule changes during intersessions and over university holidays. To learn the library’s current operating hours, call 336-758-4931 or see the calendar widget at the top left of http://zsr.wfu.edu.

Limited library services are available between 1:00 A.M. and 8:00 A.M., but 24-hour study rooms are located just inside the library entrance; these are available at all times (with the exception of some university holidays and intersessions). Students may access these study areas after the library’s normal operating hours have ended by using their WFU IDs for keycard entry. If you walk through the 24-hour study room, you’ll find the Johnson Graduate Lounge, which requires keycard access.

**ZSR Library Facilities and Services**

**Online Catalog**
All of ZSR’s holdings are listed in the online catalog, located at http://zsr.wfu.edu. ZSR provides computer terminals for access to the catalog throughout the library.

ZSR uses the Library of Congress classification system. Reference librarians are available at the Reference Desk on Wilson 4 to assist students who are unfamiliar with using the Library of Congress classification system or navigating ZSR library.

**Printers / Photocopiers**
The library has eight print/copy stations located throughout the building:
- Reynolds 2: at Circulation and in the West 24-Hour Study Room
Wilson 2: in the Multimedia Lab next to the Bridge
Reynolds 4: in Government Documents and in Room 401
Wilson 4: in the Reference Department

Seven of these combination printers/photocopiers print and copy in black-and-white and one (located across from the Circulation Desk) prints and copies in color.

All of the library’s printers are connected to a wireless network that enables automatic printing from all of the library’s permanent computer terminals and from personal computers with the correct drivers installed. For instructions on installing the library printers on your computer, go to http://zsr.wfu.edu/services/technology/printing.

ZSR charges the same rates for copies and printed pages; black-and-white jobs cost $0.08 per side and color jobs are $0.25 per side. Payment is made by swiping a WFU ID card on the machine itself. Students of the Graduate School of Arts and Sciences receive 250 free pages ($20 worth of printing) per semester, and you can add money to your print budget using the white vending boxes next to the Circulation and Reference desks. The system keeps a running tally of the pages you have printed based on your login ID, so always remember to log off from whatever printer you are using to ensure that others are not using your free pages.

Group Study
The library has 10 group study rooms for the use of Wake Forest University students only. Three are accessed through the 24/7 Study Rooms at the front of the library, four are located on Reynolds 2, down the hall opposite the Circulation Desk, three more are on Wilson 6. All group study rooms are equipped with study aids including Smartboards or chalkboards, DVD/VHS/Laser Disk players, and projectors with computer hookups.

Students can book up to two hours per day up to 5 days in advance (although groups whose members each sign up for consecutive blocks can end up with much longer reservations). WFU username and password are required to make a reservation, which you can do online at http://zsr.wfu.edu/studyrooms.

Study Carrels
Graduate students are able to rent private study carrels located in the main stacks of the Reynolds Wing. Each carrel is equipped with bookshelves, a desk, and a chair and can be rented for the full duration of a graduate student’s program. Please see Peter Romanov at the Circulation Desk to rent a room (the rental deposit is $20, which is returned to you when you return the key). Ninety carrels are
available, but these rooms are taken quickly, so be sure to inquire about one prior to the first day of class. Note: Do not leave valuables in your carrel unattended. Each carrel is equipped with a lock and you will be given a key, yet this does not ensure the safety of your possessions.

Popular Study Spaces

Starbucks
The library Starbucks is located just inside the front entrance of ZSR. Hot and cold beverages, sandwiches, salads, and baked goods are available. For more information, including hours, see Starbucks on the WFU Dining Services site.

Johnson Graduate Lounge
The Johnson Graduate Lounge, located on Reynolds 2 through the 24-7 Study Room to the right upon entering ZSR, is available for graduate students of the College of Arts and Sciences. Access is available to graduate students by placing the Deacon OneCard at the card reader at the left of the entrance door from the 24/7 Study Room or from the exterior west side building entrance.

Quiet Study
The 6th, 7th, and 8th floors of the Reynolds wing are designated as quiet study areas. Individual tables and study nooks give people who need space to concentrate just what they need.

Mandelbaum Reading Room
The Mandelbaum Reading Room is located on the 4th floor of the Wilson wing, just beyond the Reference Collection. The room contains the current periodicals and newspapers and features comfortable seating, tables, and chairs for individual reading and quiet study. The room honors long time faculty member Dr. Allen Mandelbaum, W.R. Kenan Jr. Professor of Humanities at Wake Forest University, and displays his honors and awards throughout the room.

Library Room 401
Library Room 401 is a large, quiet study room located on the 4th floor of the Reynolds wing that offers outstanding natural light and flexible, comfortable furniture to allow for collaboration and study.

Selected Departments, Collections, and Services

Media Collection
The Media Collection consists of over 11,000 titles in VHS, Laserdisc, and DVD formats. All media titles are available for checkout by WFU students, faculty, and staff with a WFU ID card.
While VHS tapes and Laserdiscs must be requested from the Circulation Desk, ZSR’s DVD collection is housed in the DVD/Viewing Room on the 4th floor of the Reynolds wing. Media viewing stations are available for students, faculty, or staff to use for watching videos from our collection. The stations are equipped for watching multi-region DVD and BluRay movies. Stations are assigned on a first-come first-served basis; headphones for up to four individuals per machine are available for checkout.

Patrons with a WFU ID can check out films for three days, three films at a time. Overdue DVDs accrue fines of $1 per day. Recalled DVDs accrue fines of $5 per day (DVDs are recalled only when they are needed for class instruction or reserves).

Reference Department (Wilson level 4)
The first stop for those needing help with research is the Reference Department. This is where you will find encyclopedias, dictionaries, indices to periodical literature, and other reference materials. The Reference area also maintains CD-ROM databases, Dissertation Abstracts and Info-Trac periodical databases, all of which are helpful to English students. Students may also receive faxes here free of charge.

Browsing Collection (Wilson level 2—Atrium)
In addition to the books purchased for the University's academic departments, the library maintains a collection of recent popular works that are shelved in the library’s Atrium for easy browsing.

Course Reserves (Reynolds level 2—Circulation Desk)
Many instructors place materials that Course Reserve for the use of their students. These materials are used in the instructor’s class and available in limited quantities, so placing them on Course Reserve ensures that as many students as possible will be able to access them. You may find specific bibliographic information about reserve materials for classes in which you are enrolled via http://zsr.wfu.edu/services/access/reserves. Materials on Course Reserve are loaned out for a two-hour period, and the materials must remain in the library. An increasing number of items are also available via electronic reserves. Your professor will inform you if his or her items are electronic reserves.

Periodicals (Wilson level 4)
The Current Periodicals department is responsible for making available the journals and newspapers currently maintained in the ZSR Library. The Current Periodicals area (located near the Reference Desk) contains issues of the current volume of each journal. Approximately 2,500 individual titles are on display and for use only in this room. Journals are arranged by call number (subject areas, e.g., Biology, Politics, Romance Languages, etc.). To locate a journal; first use the
online catalog, shelf signage and finding aids in the room will assist the patron in locating the section and title the patron needs. Also, there is always a person at the public desk to help patrons.

Patrons will first consult the online catalog for the exact location and holdings in the room. Current issues of journals published by the U.S. Government are housed in the Government Documents collection in another room. Current issues of some journals are housed in other departments: Psychology issues in Green Hall, Physics issues in Olin Hall, Chemistry issues to Salem Hall, and Military Science issues in the ROTC department in Reynolds Gym.

Approximately 35 current North Carolina, U.S. and international issues are also shelved alphabetically in the room. At some point (usually 2 weeks) those issues are sent to the Microtext department or recycled (dependent upon the title). For example, a microfilm copy of a given newspaper, Wall Street Journal New York Times, Winston-Salem the paper copy is maintained in the Microtext Reading Room until the microfilm copy is received and added to the collection. Once a volume is complete, it is bound and shelved by the LC call number in the main stacks. Some of the older periodicals (due to lack of space in ZSR) are shelved at an Offsite Building but can be obtained in a day's time from the Circulation Desk.

Popular periodicals are also available for browsing; these are shelved in the Mandelbaum Reading Room.

*Government Documents and Microtext (Reynolds level 4)*

Government Documents and Microtext are located on the fourth floor of the Reynolds wing of the library. The two departments work together and student workers will learn both areas so that if you ever need to sub for someone you will have the knowledge you need.

The library is a selective depository for publications of the U.S. Government, the largest publisher in the world. 40-50% of all U.S. Documents are available, and many of the documents circulate. Government Document materials are located in the Government Documents room as well as the stacks on the side of the hallway closest to the Government Documents room. The reference materials and CDs are located behind the student desk.

The Microtext department is located on the west end of the fourth floor. Collections include current newspapers and periodicals, historic newspapers, and a number of research collections (including government documents). These collections come in a variety of formats including microfilm, microfiche, and microprint. We have five reader/printers that can be used with a regular copy card. Two of our readers can be used to digitally make copies of fiche and film.
The Bridge (Information Technology Center) (Wilson level 2)
Run collaboratively by Information Systems and the ZSR Library, the Bridge houses a multimedia lab equipped with audio and video capturing stations as well as image scanners. The VHS and DVD screening room also includes a video production ministudio.

Students, faculty, and staff can check out cameras, videocameras, e-book readers, iPads, and computer peripherals from the Bridge. Each item has a 3-day loan period with no renewal and must be checked out with a valid WFU ID card.

Other items, including laptop batteries, external hard drives, and power adapters, are available for sale. In addition to walk-in support for University-issued laptops, the Bridge also provides computer and multimedia training for WFU students and faculty on the library’s network printing and a variety of software applications, Web page design and multimedia applications such as scanning and video editing.

Computer Facilities and Other Technology

ZSR provides many technology services, including the Bridge, equipment checkout and technology instruction, for the Reynolda Campus community. We are located in the Wilson wing of the ZSR Library just off the atrium.

The library has a multimedia lab for WFU faculty, staff, and student use. It is open all the hours of the library during which technology student assistants are available to offer assistance. Multimedia and digital production services staff are also available during regular business hours to offer training on equipment and assist patrons with projects as time allows. Patrons must show a valid Wake Forest ID at The Bridge desk.

Faculty and students interested in creating learning materials for classroom use or to supplement classroom instruction are encouraged to contact the Multimedia & Digital Production Services Coordinator.

The library also has a desktop computer lab. It is open when the library is open. Computers in this lab are connected to the campus computer network, allowing users to access software on the Academic Computer (ac). Each computer also has the WFU standard load software. Users may also use the lab to access their email and the Web. Users are not able to save files to the hard drives on these computers. They must save files to their storage medium of choice or to their ac account.
All incoming graduate students receive a used laptop for their use while at Wake. Before fall registration, you should receive information on receiving your laptop and on the training provided by IS. Although these laptops are used, they are still in good condition and are only two years old.

For more information, visit the IS website at http://is.wfu.edu.

**Special Collections (Reynolds level 6)**

Special Collections houses over 500 collections of unpublished primary source material generated by individuals, families, and organizations with connections or relevance to Wake Forest University and its curriculum. Types of materials in these manuscript collections include writings, correspondence, photographs, architectural drawings, audio-visual materials, and computer files. These books do not circulate; they must be read in the Rare Books room only. This room is not used for general studying.

Materials that because of historical significance, age, or conditions requiring special care are housed in the Rare Books Collection within Special Collections. The collection emphasizes American, Irish, and British authors of the eighteenth through twenty-first centuries (including African-American literature); and cultural and social history, with particular emphasis on North Carolina history and regional Americana. The collection also supports study in the area of the book arts, including papermaking, marbling, and the history of printing.

The North Carolina Baptist Historical Collection (also known as the Ethel Taylor Crittenden Collection in Baptist History) documents the history of North Carolina Baptist churches, institutions, and individuals. The collection contains materials on Southern, Missionary, Primitive, African-American, Union, and Alliance of Baptist churches. These materials include over 16,000 books, periodicals, association annuals and other printed materials; church records; association minutes; and church vertical files. In addition, there are more than 1000 biographical folders containing information on and photographs of Baptist pastors and Wake Forest alumni. Collections in University Archives include papers of the school’s presidents; official records of academic and administrative departments, faculty committees, student organizations, and libraries; minutes from Board of Trustees meetings; and a large collection of photographs. University Archives also maintains collections of official university and student publications, biography files on alumni and faculty, and news clippings files. An outline of the record groups in the Wake Forest University Archives and a list of items accepted and declined are also available.

Manuscript finding aids and inventories provide more detailed information about University Archives, church records, and personal and literary manuscript collections. Many of these finding
aids are available online. A few collections do not yet have electronic finding aids; paper indexes for these collections are available in the Special Collections Department.

**Online Databases**

Some of the most valuable research tools available to English students are the databases available through ZSR, which include the MLA International Bibliography (which is produced by the Modern Language Association and provides access to over 3,000 scholarly journals and series, among other resources) and JSTOR (which provides access to over 1,000 academic journals and more than 1 million images, letters, and other primary sources). You can access and search these databases from ZSR’s home page (http://zsr.wfu.edu) or browse databases from http://zsr.wfu.edu/databases. Staff members from the Reference department are available to show you how to use these resources if you have any questions.

**Interlibrary Loan**

Once you have located the bibliographic information for the resources you need, you can use ZSR’s online catalog to see whether your sources are included in the library’s collection. If any particular text is not part of ZSR’s holdings or available from any other library on campus—or if the resource in question is simply in use by another patron—ZSR’s Interlibrary Loan department can assist Wake Forest faculty, students, and staff in obtaining the materials they need. ILL request forms are available through https://zsr.wfu.edu/delivers/ill/.

If ILL is able to locate the book or journal article you need, it usually takes about one week for the material to arrive. ILL materials are normally loaned out for 4-8 weeks, depending on the item; it is also often possible to request one renewal on an ILL item. Be sure that the library does not have the item before requesting an ILL. Interlibrary Loans are free to Wake Forest students. For more information about ILL’s lending policies, see zsr.wfu.edu/delivers/ILL.

**ZSR Library Policies**

**Circulation**

Students, faculty and staff of Wake Forest University may borrow materials from Z. Smith Reynolds Library using their WFU ID cards (which include the library bar code). For a $50 annual fee, persons who are not affiliated with the university may purchase a borrower's card entitling them to borrowing privileges. Books are checked out at the Circulation Desk on Reynolds level 2. The circulation period varies according to the patron’s classification; graduate students are able to check out an unlimited number of books for three months at a time.

Books and media items are subject to recall by the library pending requests from other patrons. Borrowers will be charged for items that are not returned. Generally journals do not circulate,
however graduate students may check out up to five journals at a time over night.

Books may be returned at the Circulation Desk, or at the book drop by the library's main entrance. No overdue fines are charged for books, but borrowers are encouraged to return materials when they are finished with them. Overdue fines are charged for films, which accrue fines at a rate of $1 per day late unless they have been recalled (films are only recalled when they are needed for class instruction or reserves; if they are not returned promptly, they incur fines at a rate of $5 per day). Once overdue fines reach $50, the library will block the patron from checking out circulating material (including DVDs) until fines have been paid.

Damage fees are charged for books requiring repair or treatment when returned. The charge is determined by the Preservation Librarian. Wake Forest students may pay these fees using Deacon Dollars, credit card, cash, or check.

Replacement fees are charged for unreturned items. Patrons who do not return books are charged an $80 flat fee. DVDs are charged a $50 flat fee. Wake Forest students may pay these fees using Deacon Dollars, credit card, cash, or check. If lost books are found and returned within three (3) months of payment, the charge will be refunded.

Food and Drink
Food and non-alcoholic beverages are permitted in the library. We ask that you clean up after yourself and please be considerate of those around you while you eat. Please also make sure that your drink has an appropriate lid to avoid spills, and pay attention to signs designating “no food or drink” areas (e.g. the ITC).

Cell Phones
The library asks that all cell phones be turned off or left on silent mode. If you need to use your cell phone, there are designated cell phone areas throughout the library, including all stairwells.

The Benson University Center
As a thriving center of Wake Forest campus life, the Benson University Center is a uniquely designed community-oriented building whose form follows its function. Located at the heart of campus between Reynolda and Tribble halls, BUC offers a variety of informal places to eat, socialize and study, as well as a copy center, post office, ticket office, and reservable meeting space of all shapes and sizes.
**Benson Food Court**
Located on the second floor of the Benson University Center, the food court includes national brands like Moe’s Southwest Grill and Chick-Fil-A along with local favorites like Forest Greens/Village Juice, which offers made-to-order salads, sandwiches, and smoothies. The Sundry (also known as the Benson “POD”) provides a convenience store with a yogurt bar and some grab-and-go meal options. Shorty’s restaurant, located off the food court, boasts an assortment of local beers, a diverse selection of restaurant entrees, and a convenient late-night menu.

**Benson Copy Center**
Benson Copy Center is a fully equipped production facility offering a wide variety of professional services to the entire campus community. Organizations and departments can be billed directly or you may pay by cash, check, credit card or Deacon Dollars, and the copy center provides same-day service on most jobs. We offer free delivery and will match any written quote. Services include full-service monogramming (buy our items or bring your own), a self-service area with computer terminals, Deacon Dollar self-pay on self-service copiers, a Kodak Photo Printing kiosk, wide-format color poster printing, poster laminating, color copies, laminating, binding, and fax service.

To submit a job to Benson copy center or for more information, please email copies@wfu.edu or call 336-758-5251.

**Campus Mail Service and the U.S. Post Office**
Wake Forest operates a full-service post office located on the lower level of Benson University Center. Students may purchase stamps, postcards, and money orders, as well as certify, insure, and register mail. The post office is open from Monday—Friday, 8:00 a.m.—5:00 p.m. and Saturdays from 7:00 a.m.—1:00 p.m. It is required to observe all federal holidays. Students may rent a PO Box that is accessible 24 hours a day. For more information, call 336-758-5281.

**Information Desk**
News concerning campus activities, information about student services, and student telephone numbers and addresses are available at the information desk on the third floor of the Benson Center (336-758-5255 or 336-758-5256). The Benson Center sells discount movie tickets for several Winston-Salem theaters at the information center. Bulletin boards, display cases, and the electronic campus information system in the Benson Center are also valuable sources of information about campus events.

The campus newspaper, *The Old Gold & Black*, is also an important source of University information and can be picked up in either Benson or Tribble Hall each Thursday.
Deacon OneCard Office
The Deacon OneCard Office is located in Angelou Hall within the Office of Residence Life and Housing. Learn more at [https://rlh.wfu.edu/deacon-onecard/](https://rlh.wfu.edu/deacon-onecard/)

The Deacon OneCard is the official Wake Forest University identification card used by all faculty, staff and students. The Deacon OneCard has many functions including identification, library privileges, Deacon OneCard account access, card access and event admission on campus. ID cards are also issued to University Affiliates who have assigned duties at the Reynolda Campus of Wake Forest University. These affiliates are not employed by the University directly, but rather perform services for the University and the community members. Affiliates may have access to the card access areas after a thorough authorization process and the hours of access are limited.

Uses of your Deacon OneCard:

**Identification**
Your Deacon OneCard has your photo, name and University ID Number for use as an identification tool similar to state driver’s license or identification cards. It is your responsibility to carry your valid Deacon OneCard with you at all times. You must present your Deacon OneCard to any University official upon demand. During emergencies or special occasions, you may be required to have your Deacon OneCard visible at all times.

- ZSR Library: Checking out books, entering the library after hours, keycard access to Johnson Graduate Lounge
- Deacon OneCard Account: Debit account that can be used at any dining or authorized location on the Reynolda campus, including University Stores (bookstore, textbooks and Deacon Shops), Telecommunications, University Theatre, Financial and Accounting Services, Campus Recreation, Student Health Service and the Student Union. Learn more about managing your account, adding money, purchasing meal plans and more here: [https://rlh.wfu.edu/deacon-onecard/student-services/](https://rlh.wfu.edu/deacon-onecard/student-services/)
- Keycard access and identification: Access the Fitness Center, Student Health Service during limited early evening hours, the Information Systems Exterior Entrance for computer support during their business hours and the University Police office at Davis Residence Hall during lockdowns. During your tenure at Wake Forest University, you may also be allowed card access to certain labs, classrooms or other areas on campus.
- Event admission: Your Deacon OneCard may also be used at various locations on campus for events such as theatre performances, music recitals, concerts, art exhibits, movies, guest lectures, intramural sports, Student Union activities, Student Government elections and football games. Some events may also require a fee for entrance. Basketball tickets are handled through the Athletic Department Ticket Office, extensions 5614 or 5613.
OTHER IMPORTANT CAMPUS SITES AND SERVICES

Vehicle Registration

All students residing on campus (including all student and faculty apartments, satellite housing, language and theme houses) must register vehicles they are operating day or night. Check with the Parking Management office (located in the University Service Building, #26 on the campus map, or by phone at 336-758-PARK) to determine the current annual fee to register a car or a motorcycle.

For those residing off-campus, students may purchase a commuter permit for on-campus parking during the daytime. These permits are limited and therefore sold on a first come first serve basis. Off-campus permits are also available for several satellite lots near the campus. For prices and more information visit http://facilities.wfu.edu/transport/parking-and-transportation/.

All vehicle registration must be completed within twenty-four hours from the time the vehicle is first brought to campus. Vehicles are registered at the Office of Parking Management. Proof of ownership must be presented when applying for vehicle registration. Make certain to read the Parking Rules and Regulations regarding where you can and cannot park; tickets are $20.00 - $50.00 each and given frequently!

Shuttle Services

Wake Forest offers a shuttle service consisting of several lines (Gold, Black, and Gray) to carry students living off-campus to and from the school. For more information regarding any of the shuttle services listed below, see https://parking.wfu.edu/ride-the-wake/.

The Gray Line provides service to the freshman, Student Drive and First Assembly lots across Polo Road, the University Corporate Center and Bridger Satellite Lot on weekdays from 7:28 a.m. – 6:58 p.m. On weekday evenings and on weekends, the Gray Line provides services within the Reynolda Campus between 7:30 p.m. and 3 a.m. For a complete schedule, see parking.wfu.edu/ride-the-wake/gray-line-schedule.

The Gold and Black Lines provide FREE weekday shuttles between WFU and local apartment complexes. The Gold Line serves Crowne Polo, Crowne Park and Corners at Crystal Lake. The Black Line serves Alaris Village, Deacon Ridge, and Crowne Oaks. Shuttle pickup and drop off on campus is at the city bus stop near the corner of Wingate and Wake Forest Road for The Black Line and the ZSR Library for The Gold Line. For complete schedules, see parking.wfu.edu/ride-the-wake/gold-black-line-schedules.
On weekends, WFU also offers a Downtown Shuttle that provides evening service beginning at 9:30 p.m. on Thursday, Friday and Saturday. The last downtown pick up is between 2:30 a.m. and 2:45 a.m. Riders will be picked up and dropped off on campus in front of the Benson University Center. All buses will operate on a continuous loop and will stop only at the following locations: WFU Benson Center, Finnegan’s Wake, the Millennium Center, Ziggy’s, Mellow Mushroom, and West End Opera House. The Downtown Shuttle will NOT operate Thursday-Saturday on Fall and Thanksgiving breaks, or during Winter or Spring Break.

The Quad

Wells Fargo Bank
The Wake Forest branch of Wells Fargo is located on the second floor of Benson University Center. It is a full service bank. An ATM is located next to the Subway on Hearn Plaza. Because of the location, many Wake Forest students find it convenient to bank at this branch. WFU’s Wells Fargo branch is open Monday - Friday, 10:00 a.m. - 3:00 p.m. The phone number is 336-759-7576.

The Bookstore
The University Bookstore is located on Hearn Plaza on the first floor of Taylor House. The upper level sells books, magazines, school supplies, stationary, posters, greeting cards and other incidentals. Textbook sales are handled downstairs. The Bookstore accepts cash, checks, Visa and MasterCard. The Bookstore is open Monday - Friday, 8:30 a.m. - 5:00 p.m. and Saturday 9:30 a.m.-5:00 p.m. (closed on Sundays).

Barber Shop
The barber shop is located on the lower level of the Taylor House Residence Hall. The entrance is located off the parking lot, across from Brendle Recital Hall. The barbershop is open Monday-Thursday from 9:00 a.m.-5:00 p.m.; although walk-ins are welcome, appointments are generally advised (336-758-5145).

Deacon Shop
The Deacon Shop is located on the ground level of Kitchin House Residence Hall. The shop sells a wide variety of emblematic Wake Forest merchandise, including caps and clothing, glassware, jewelry, and gifts. The Deacon Shop’s hours are Monday-Friday, 8:30 a.m.-5:00 p.m. and Saturdays from 9:30 a.m.-5:00 p.m.

Campus Grounds
Campus Grounds is the campus coffee shop and is located off the main quad in the lounge of Taylor Residence Hall. Hours: Monday, Friday, 7:30-10:00 a.m.; Sunday, Thursday, 4:00 P.m.-1:30 a.m.; Saturday, closed. Campus Grounds will also close during all home basketball and football games.
Food Service

For reasons of convenience and location, graduate students who dine on campus often choose options from the food court located in Benson University Center. However, you may find WFU’s cafeterias convenient for lunch or for quick snacks between classes.

The main cafeteria, known as The Pit, and the Magnolia Room, a table service dining room, are located in Reynolda Hall. The Magnolia Room’s buffet-style lunches are very good but somewhat expensive. The food court, a restaurant called Shorty’s, and a convenience store are located in the Benson University Center. On Hearn Plaza, there is also a Subway and Zick’s, a casual restaurant and social space.

All food service facilities on campus accept cash, debit card, or the University meal plan. The format of the meal plan system is that each student's account is charged for the amount of food selected at the time it is purchased. The meal plan account is added to the student's ID card. For more information on the meal plan visit https://www.deacondining.com/meal-plans. Dining schedule and locations can be found at https://www.deacondining.com/locations/

Student Health Service

The Student Health Services office is located in the George C. Mackie Health Center in the lower right level of Reynolds Gymnasium (#21 on the campus map). The phone number is (336) 758-5218. For information about current hours of operation, see http://shs.wfu.edu.

The Student Health Service promotes health education and the maintenance of a healthy lifestyle. A physician-directed medical staff offers urgent care, illness care, physical examinations, reduced-cost medications, counseling, limited psychiatric care, allergy injections, immunizations, gynecological services, laboratory tests, referral to specialists, and confidential HIV testing. (The HIV test can be obtained anonymously at the Health Departments in Guilford or Surry County.)

University Police can be called to transport students to the Health Service office in an emergency. Students who have illnesses or injuries that cannot be managed in Health Service are referred to WFU Baptist Medical Center or Forsyth Medical Center. These students are transported by friends, taxi or ambulance to the referred hospital. A 24-hour two-bed observation unit is maintained for students with problems that cannot be managed by ambulatory or home care but who do not require hospitalization in a general hospital. A physician is ‘on call’ at all times when the observation unit is open (24 hours during fall and spring semesters).
A full staff is available during clinic hours, when appointments are encouraged. A limited staff is available for urgent care and in-patient care twenty-four hours a day, seven days a week, when school is in session during the academic year. There are no charges for services of staff physicians. A charge will be made for injections, prescriptions, laboratory tests, medical supplies and special physical examinations. Prescriptions not originating with a staff physician may be filled for a fee if the medication is stocked in the pharmacy. There is an hourly charge for room and board up to $125 a day in the Observation Unit plus additional charges for supplies, laboratory tests and medications. Payment may be made by cash, check, Deacon Dollars or posted to the student’s account in Financial and Accounting Services. A receipt is given for students to file for reimbursement from their insurance company. When a student is referred to a specialist outside the Health Service, or when a student is referred for x-rays or special laboratory tests outside the Health Service, all costs, including transportation, must be assumed by the student.

A pharmacy is located in the Health Services office. Medical records and/or a physician's instructions are required for the distribution of all prescription medications. Prescriptions may be filled from on-campus and off-campus physicians with certain formulary restrictions. The pharmacy does not accept third-party insurance cards but does provide a receipt that students may submit to their insurance for reimbursement.

A completed "WFU Health Information Summary" and immunization form must be on file by August 1. The form requires immunizations, a physical, health history, certain laboratory tests, and insurance information.

Health insurance is required as a condition of enrollment for full-time, degree-seeking domestic undergraduate students in Wake Forest College; for degree-seeking domestic graduate students* in the Graduate School of Arts and Sciences, School of Divinity, Schools of Business, and School of Law; and all international students with F or J visas (full information regarding eligibility can be found on the FAQ page at sip.studentlife.wfu.edu. Undergraduate students who are degree-seeking students and only need part-time status to complete their degree are eligible for the student insurance. Students who demonstrate coverage that meets our criteria may waive the insurance provided by WFU. Information on the waiver process can be found on the Enrollment / Waivers page. *Certain part-time students are not eligible. If you are unsure of your eligibility, please contact studentinsurance@wfu.edu. Students are strongly encouraged to review their current plan to assure adequate coverage.

When the University is closed due to inclement weather, the Student Health Service will have limited staff and will be able to provide care only for injuries and urgent situations. Appointments will be rescheduled.
Routine student health records are retained for ten (10) years after the last treatment, after which they are destroyed. Immunization records beginning with students enrolling in 1986 will be kept longer.

**Religious Services**

The Campus Ministry, 302 Wingate Hall, (336) 758-5248  
Chaplain, 22D Reynolda Hall, (336) 758-5017

As part of fulfilling its mission and achieving its goals, Wake Forest University seeks to encourage students, faculty, administrators, and staff to "explore the spiritual dimensions to human existence in ways that prompt examination of self and perceptions of the world."

The religious and spiritual components of the University's programming are intended to encourage the pursuit of meaning through spiritual reflection and free inquiry, enabling a wide circle of inclusion and identifications, advancing mutual understanding and respect among differing traditions, while at the same time fostering Wake Forest's Baptist history and traditions in real and tangible ways.

The campus ministry seeks to assess and address the religious needs of students, faculty, and staff. The University chaplain, Baptist, Episcopal, Jewish, Lutheran, Methodist, Muslim, Presbyterian, and Roman Catholic campus ministers, and a coordinator for the Intervarsity Christian Fellowship provide worship, study, fellowship, and service activities. This office provides worship services and advises students on religious and other issues; sponsors work in local churches; and advises students interested in graduate study or careers in the church and service vocations.

Since the university's founding, corporate worship has been an important part of student life. While worship is no longer compulsory, the Chaplain's Office works to create worship opportunities that are compelling and that enrich the lives of students, faculty, and staff.

Worship opportunities on campus include weekly chapel services at the School of Divinity, scheduled for 11:00 a.m. on each Tuesday during the academic year and held in Davis Chapel; ‘Respite’ Taize Worship, held at 5:10 p.m. on Wednesdays in Davis Chapel; and special services during holidays, including a Moravian Love Feast. Learn more about services and student groups at chaplain.wfu.edu.

**Athletic Passes**

To reserve seats at football games in Groves Stadium and basketball games in the Lawrence Joel Veterans Memorial Coliseum, a student must present a valid ID. Seats are distributed on a first-come, first-serve basis, with football and basketball ticket pick-up held in advance on campus. The GSA
website has more information on purchasing tickets.

**Campus Recreation & Reynolds Gymnasium**

Campus Recreation facilities are located conveniently throughout campus. These facilities include over 180,000 square feet of indoor and 10 acres of outdoor activity spaces. The indoor activity space includes our flagship facilities: Reynolds Gymnasium and the Sutton Center. The outdoor activity spaces include 1 lighted turf field, 2 grass fields, 3 sand volleyball courts, 8 outdoor basketball courts, 8 outdoor tennis courts, jogging trails and frisbee golf course. Learn more about facilities and hours at [campusrec.wfu.edu](http://campusrec.wfu.edu).

**University Police**

University Police is comprised of professionally trained police officers, traffic control officers, security officers, communications officers, and support staff. The department’s primary concern is to protect and assist the campus community.

Contact University Police at from an on-campus phone at 911 or from a cell or off-campus phone at 336-758-5911. You may also email the 24/7 Dispatch Center at [dispatch@wfu.edu](mailto:dispatch@wfu.edu) or the administrative offices at [police@wfu.edu](mailto:police@wfu.edu).

*Divisions*

Security Officers: Uniformed in black trousers, white or gray shirts. These officers possess full powers of arrest. They patrol the campus by vehicle and on foot to provide 24-hour protection to lives and property.

Nightwatch: Non-sworn, unarmed security guards who wear brown uniforms. They patrol campus on foot after dark until 7:00 a.m. Performing security checks of buildings and residence halls, they serve as extra eyes and ears for security officers.

Gym Security: Dressed in brown trousers and white shirts, unarmed guards patrol Reynolds Gymnasium on foot. They monitor the gym for unauthorized use, behavioral problems, emergencies, and prevention of crime activity.

Dispatch: Dispatch personnel handle telecommunications, all campus phone and radio calls. This includes emergency 5911 and non-emergency calls. They also operate the card access system, the Division of Criminal Information terminal, departmental records, and "walk-in" traffic.
Services and Programs

911 Emergency: Dial 911 from any campus phone and security will answer immediately. WFUPD is dedicated to providing the University community with the highest level of service in identifying and preventing crime, but is also dedicated to providing a number of non-criminal services to the community. At this time we provide the following extended services (for more information see http://police.wfu.edu/services/):

Silent Witness (https://police.wfu.edu/forms/silent-witness-form/) Webpage used to submit any information you have regarding a suspicious person, any suspicious activity, or a crime that has occurred on or off campus. Anonymous tips are always welcome. On campus tips will be immediately forwarded to the University Police. Off-campus tips or crime information will be forwarded to the criminal justice agency serving that area where the crime occurred.

Ask a Cop (https://police.wfu.edu/forms/ask-a-cop/): Ask questions about how or why law enforcement operates the way it does. Ask a question about how we may assist you. This is your opportunity to ask a non-parking related question of us and we will respond.

Community Input: We would like to know and understand how we can better serve you. Be assured that we welcome all suggestions and any constructive criticisms you may have regarding out procedures or personnel. Suggestions will be studied and given consideration.

Emergency Call Boxes: The WFU Emergency Phone System is designed to aid in providing safety and security to the university community. Emergencies or criminal activity can be reported directly to police even in remote areas. Anyone who needs assistance should use the phones for immediate contact with University Police.

Escorts: They are available for students traveling ALONE after dark when the shuttle service is not operating. This is a courtesy service—emergency and police calls will take priority.

Motorist Assistance: Security will unlock cars for those who accidentally lock keys inside; lend jumper cables for a dead battery; and lend a gas can if your car is out of gas. Security DOES NOT provide mechanical assistance but will contact professional mechanics for your car.

Victim Assistance: The University Police Department’s Victim Assistance Program was established to provide services to anyone who may become a victim of crime while on the campus. The Victim Assistance Program maintains close working relationships with other local and state victim service providers, and is a member of the North Carolina Victim Assistance Network. All services are free and confidential.
Victim Advocacy: Victim Advocacy Service provides education and awareness on sexual assault, dating/relationship violence, and stalking. It also provides services to students, faculty, and staff of Wake Forest University.

RAD: A program to develop and enhance the options of self-defense so they may become viable considerations to the woman who is attacked.
HOUSING

The Graduate School does not provide University housing. Most students make their own arrangements for housing off campus. The Office of Residence Life and Housing (Benson 101) serves as an information center for individuals who wish to advertise rooms, apartments, and houses for rent or sale. It also provides a place for students to list information if they are interested in finding a roommate to share expenses. Off-campus facilities are not screened. The University serves only as an information source and does not assume responsibility for placement, lease agreements, or landlord-tenant relations.

It is advisable to make housing arrangements as early as possible as space is very limited for both single and married students. For information regarding available off-campus University housing on the Reynolda campus, students should contact Hope Jordan, portfolio manager, at 336-759-1123. Graduate students who live in University housing are expected to follow the regulations and conditions governing occupancy as stated in the lease or contract agreement.

The Office of Residence Life and Housing serves as one information center for individuals who wish to advertise rooms, apartments, and houses for rent or sale. This office also provides information about students who may be looking for roommates. You can explore their online resource for off-campus housing at http://rlh.wfu.edu/off-campus-living. The office itself is located in Alumni Hall, which is behind the Worrell Center. The phone number is (336) 758-5185. Housing advertisements are posted outside as well as inside the office so that students have access to them when the office is closed. RL&H can also provide you with a Triad Area Apartment Blue Book. This lists a variety of apartment complexes in Winston-Salem, and can be very helpful when searching for housing. The University serves only as an information source and does not assume responsibility for placement, lease agreements, or landlord-tenant relations.

The Graduate School of Arts and Sciences and the Bowman Gray Medical School each offer online housing resources that are extremely useful. For the GSA’s list of resources (most of which advertise locations close to Reynolda campus), see http://graduate.wfu.edu/housing.html; for the School of Medicine’s list (which includes locations near downtown Winston-Salem, including West End and Ardmore), see http://www.wakehealth.edu/school/community/available-housing.htm. Several graduate students have chosen apartments or houses in the West End or Ardmore areas of Winston-Salem, which is slightly farther from Reynolda campus but located much closer to the Arts district and nightlife. Many of these apartments are located in grand, old houses that have been divided into apartments. The West End and Ardmore are fun areas and the rents are a steal.

You may also try http://apartments.journalnow.oodle.com/for-rent (Winston-Salem Journal’s rental listings) or apartment search engines like http://www.apartmentguide.com, or even
WARNING: Some former graduate students have rented from a company on 4th Street called Baldwin & Sons, and based on their experiences have consequently advised other students to avoid using this company in the future. Home Real Estate should also be avoided.

The following listing of apartments offers a selection of complexes that are located within a 10-15 minute drive to campus. Former graduate students have lived in these complexes and were satisfied with their situations. Rents in Winston-Salem are very reasonable. There are very few apartments available within walking distance of the campus; most are privately rented apartments or rooms in houses which are located on or off of Polo Road. The majority of these apartments tend to be rented to Wake Forest students and are usually listed with the University housing office. Listings in bold face indicate apartment complexes located immediately on one of WFU’s shuttle lines for easy commutes to campus. NOTE: You may still want to check recent reviews for these apartment complexes to make sure that your housing decision is based on the most up-to-date information.

Local Rental Locations

Ambercrest Apartments (336-767-3512): 5010 Split Rail Circle, Winston-Salem, NC 27106

Arbors Apartments (336-765-5061): 4981 Hunt Club Road, Winston-Salem, NC 27104

Ashton Oaks (336-759-0823): 2030 Northcliffe Dr., Winston-Salem, NC 27106

Brandemere Apartments (336-744-0352): 7013 Brandemere Lane, Winston-Salem, NC 27106

The Corners at Crystal Lake (336-761-1777): 2700 Reynolda Road, Winston-Salem, NC 27106

Crowne Club Apartments (336-765-2400): 200 Crowne Club Dr., Winston-Salem, NC 27104

Crowne Oaks Apartments (336-759-9444): 1000 Crowne Oaks Circle, Winston-Salem, NC 27106

Crowne Park Apartments (336-761-1666): 900 Crowne Park Dr., Winston-Salem, NC 27106

Crowne Polo Apartments (336-721-0678): 75 Crowne Forest Ct., Winston-Salem, NC 27106

Deacon Ridge (336-759-3501): 500 Timberline Ridge Ln., Winston-Salem, NC 27106
Glendare Park Apartments (336-765-9340): 240 Village Crossing Ln., Winston-Salem, NC 27104
Sherwood Ridges (336-768-1420): 3736 Kings Court, Winston-Salem, NC 27106
Towergate (336-922-4041): 2501-5 Towergate Ct., Winston-Salem, NC 27106

AROUND WINSTON-SALEM

Cleaners

A Cleaner World (336-765-3938): 3481 Robinhood Rd., Winston-Salem NC 27106
Camel City Cleaners (336-724-4703): 2808 Reynolda Rd. Winston-Salem NC 27106

Laundromats

Academy Laundromat (336-723-4440): 1241 West Academy St., Winston-Salem NC 27103
Polo Laundry (336-759-0454): 325 Polo Road, Winston-Salem NC 27105
Rainbow Laundry (336) 721-9915): 1640 Silas Creek Pkwy, Winston-Salem NC 27127
Sunshine Laundry (336-744-0726) 4600 N. Cherry St., Winston-Salem NC 27105

Grocery Stores

The three closest grocery stores to campus are Food Lion in the University Shopping Center (North Point area), Lowes Food in Reynolda Manor Shopping Center (Reynolda Road), and Harris Teeter on Reynolda Road. Harris Teeter is open 24 hours a day and is probably the nicest of the three.

The Fresh Market is a great grocer. Excellent produce, coffee, deli, and gourmet foods. Located off Robinhood Road, it is only about a 5-10 minute drive from campus. That area also has a Harris Teeter and a Lowes Foods.

Whole Foods is located in the Miller Street Market on Miller Street (close to the Five Points intersection). Across the street is a Publix, and about a block away is Cloverdale Plaza, which houses
a Harris Teeter.

Trader Joe’s is down Stratford Road, about a 7-10 minute drive from campus. It is similar to Whole Foods, in that it offers less generic brands and offers gluten-free, vegan-friendly groceries. The prices are usually really great!

The Fairgrounds Farmer's Market is open on Saturday mornings (6 am – 1 pm) and is located at the Dixie Classic Fair Grounds on Coliseum Drive. The Cobblestone Farmer’s Market is open in Old Salem on Saturday mornings (9 am – noon). There is also a farmer’s market in Reynolda Village on Friday mornings between late April and late September, and a massive, year-round Triad Farmer’s Market off I-40 on the Sandy Ridge Road exit (see their website at http://www.ncagr.gov/markets/facilities/markets/triad/ for more information).

Theaters

The Little Theater of Winston-Salem (336-723-2266; box office 336-723-7907): 610 Coliseum Driveway, Winston-Salem NC 27106

N.C. School of the Arts Stevens Center (336-721-1945): 1533 South Main St., Winston-Salem NC 27127

Theatre Alliance (336-725-7181): 1047 West Northwest Blvd., Winston-Salem NC 27101

Vintage Theatre (336-750-0000): 7 Vintage Ave., Winston-Salem NC 27127

Wake Forest Theatre (336-758-5295): Scales Fine Arts Center

Places of Interest

Arts District: 6th and Trade Street, downtown Winston-Salem
—A variety of interesting galleries and studios. Many of the galleries participate in First Friday gallery hops, which run from 7 pm until 9 pm. There are also downtown festivals and events throughout the year that you can find on the cityofthearts.com calendar.

Historic Bethabara (336-924-8191): 2147 Bethabara Road
—First Moravian settlement.

Old Salem (336-721-7350): Visitor’s center at 600 S. Main St., Winston-Salem NC 27101
—A fascinating place to visit. Tours available.

—The grounds and house are amazing in and of themselves, and the American art collection is impressive as well.

SECCA (Southeastern Center for Contemporary Art) (336-725-1904): 750 Marguerite Dr
—Exhibits, programs, lectures, classes, films. Free admission. Definitely worth visiting on a regular basis.

Places of Worship

There are many churches (mainly Protestant, although there are four Roman Catholic churches, two synagogues, and two mosques) within Winston-Salem.

Public Transportation

The Winston-Salem Transit Authority (WSTA) operates a public bus system. Fare and schedule information can be found at http://www.wstransit.com.

No bus service is provided on Sundays, or the following holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas.

There is a bus stop located in the north side of campus, on Wingate Road, which runs Monday through Friday. The number 16 inbound (to downtown), runs from the University to the Winston-Salem courthouse. The outbound 16 runs from Wake Forest to the Oldtown Shopping Center.

Few students use the bus system, as the routes are limited, the hours of operation are often restricted to daytime hours, and it will most likely take you half a day to reach your destination.

Schedules are available at the Winston-Salem Welcome Center on Cherry Street, through WSTA (P.O. Box 2738, Winston-Salem, NC 27102) or by telephone: 336-727-2000. The Benson Center sometimes carries schedules near the information desk.
Blue Bird is the biggest taxi cab service in town, although most students use Uber. The number is 336-722-7121.

Restaurants & Coffee Shops
See also a more extensive list (although not regularly updated) at smittysnotes.com/home.aspx. You can also find reviews of Triad restaurants via https://triad-city-beat.com/category/triad-city-bites/.

American
- Village Tavern – locations in Reynolda Village and near the mall on Hanes Mall Boulevard. Reynolda Village offers nice outdoor seating; lunch and dinner menus.
- 4th Street Filling Station, 871 West 4th St. – Fantastic dinner entrees; heated outdoor seating year-round; lunch, dinner and weekend brunch.
- East Coast Wings, 4880 Country Club Rd - Great wings at reasonable prices; lots of unique flavors
- Foothills, 638 West 4th Street - Brewery and pub downtown. Decent beer and meals (hamburgers, chicken dishes, and pizzas, etc.) Trivia on Tuesdays.
- Sweet Potatoes, 607 Trade St NW – an award-winning soul food restaurant in the downtown Arts District on Trade. They also run Miss Ora’s Fried Chicken next door.
- Krankies, 211 3rd St. E. (between 3rd and 4th streets downtown, about a block away from Wake Downtown). Breakfast, lunch and dinner, plus in-house roasted coffee.
- Mozzelle’s, 878 W 4th St - upscale Southern dining. Exceptional brunch.
- Salem Tavern, 736 S. Main Street, Old Salem - Fine dining in a historic inn in Old Salem. Interesting Moravian dishes, but pricey.
- Silo, Reynolda Village - Great sandwiches in Reynolda Village. Lots of outdoor seating.
- Slappy’s Hot Chicken, 200 West Acadia Ave - no-frills Nashville-style hot chicken.
- West End Café, 878 W. 4th Street - Another hip Winston-Salem neighborhood spot. Good sandwiches, salads and prices.
- The Juice Shop, Thruway Shopping Center, Stratford Rd.—Not a restaurant – but definitely worth knowing about! Some say they offer the hands-down best smoothies in WS – and they only accept cash.

Indian
- Golden India - Located on Fairlawn Drive across from the Reynolda Manor shopping center. Includes an Indian grocery in the back.
Mexican

- **La Botana, 1547 Hanes Mall Blvd** - Constantly evolving menu of regional Mexican dishes (including a separate vegetarian menu) and Saturday brunch.
- **The Porch, 840 Mill Works St** - Located in the West End Mill Works complex (which also include Hoots Roller Bar and Brewery). A popular Tex-mex restaurant with Sunday brunch.
- **Camino Real, 3800 Reynolda Rd**. Nice people, decent food. A few surprises on the menu.
- **Tequila Mexican Restaurant, 2802 Reynolda Rd**. A favorite of our graduate students in recent years. Fairly cheap food and close to campus, and there’s a Wake discount.
- *There are more authentic taco joints in Southside and East Winston-Salem if you’re willing to venture out — El Rancho, La Perlita, Antojitos las Delicias.*

Italian

- **Burke St. Pizza, 1140 Burke Street and 3352 Robinhood Road** - Delicious NY-style pizza. Burke Street is also home to some (mostly) fun pubs and bars, including a karaoke bar, where some faculty like to frequent and sing Prince songs.
- **Coppola’s, 3512 Yadkinville Rd** - Takeout available. Casual Italian restaurant. Good pizza and pasta dishes at very good prices.
- **Elizabeth’s, 2824 University Parkway** – A Wake Forest tradition. Large quantities of Italian food at very reasonable prices.
- **Mission Pizza Napoletana, 707 Trade St NW** – wood-fired Naples-style pizza. $10 pie night on Tuesdays.
- **Di Lisio’s, 301 Brookstown Ave** - cozy, occasionally very loud, family-owned Italian restaurant near Old Salem.
- **Quanto Basta, 680 W. 4th St, downtown** - upscale-but-casual Italian restaurant serving pasta, entrees, and pizza from the owner of Spring House Restaurant.

Thai/Sushi

- **Mizu, 3374 Robinhood Rd** - the best sushi in Winston-Salem.
- **Thai Sawatdee, 2 locations**: Inside the Cloverdale Harris Teeter, affectionately called “Teeter Thai” (2281 Cloverdale Ave NW), and a full restaurant at 3064 Healy Dr.
- **Thai Harmony, 102 W 3rd St, downtown** - Classic and modern Thai dishes plus a sushi menu.
- **Cha-da Thai, 420 Jonestown Rd**. Traditional sit-down Thai restaurant.
- **Arigato Japanese Steak and Seafood House, 2995 Bethesda Pl** - Typical Japanese steakhouse; watching the cooks prepare the meals at the table is a good show; food is very good, but fairly Americanized.

Coffee Shops

- **Coffee Park Airstream** (serving Krankies coffee), 1208 Reynolda Road, just minutes from campus. Very often there’s a food truck on site for lunch.
- **Camino Bakery** (Counter Culture coffee), 2 locations: 310B West 4th Street downtown and...
a smaller location at 300 S. Marshall Street near Old Salem. Camino is a popular bakery
and coffee shop that sells bread, pastries, cheesecake, coffee, wine and beer. Bread is buy-
one-get-one on Sundays.
- Twin City Hive, 301 Brookstown Ave #300, near Old Salem, selling pastries as well as
coffees from small roasters all over NC.
- Krankies, 211 3rd St. E (downtown) - Winston-Salem’s local coffee roaster with the best
baristas in town. Also a restaurant and bar.

**Watering Holes** (This list is not exhaustive by any means.)

Sixth and Vine Wine Bar: 209 W 6th St.

Burke Street Pub: 1110 Burke Street

Fair Witness: 290 4th Street East

Finnigan’s Wake: 620 N. Trade St.

First Street Draught House: 1500 W 1st St.

Fox & Hound Pub and Grille: Thruway Shopping Center

Hoots Roller Bar & Beer Co.: 840 Mill Works St.

Single Brothers: 627 N Trade Street

Tate’s Craft Cocktails: 279 W Fourth Street (They also own Bar Piña, 770 Liberty View Court)

Vintage Sofa Bar: 1001 Burke Street

All liquor stores in Winston-Salem are state owned and operated (ABC stores) and close early. No
liquor sales from midnight Saturday until 1:00 p.m. Sunday. The closest is on Reynolda Road.
IMPORTANT PHONE NUMBERS

Computer Center (data services) 336-758-5261
Controller's Office 336-758-5234
Counseling Center 336-758-5273
English Department 336-758-5383
Graduate School 336-758-5301
Information Desk 336-758-5255/5256
Library (Circulation Desk) 336-758-4931/5476/5480
Parking Management 336-758-6123
Security (information) 336-758-5591/5592
Security (emergency) 336-758-5911
Sports Information 336-758-5640
Student Health Service 336-758-5218
University Counseling Center 336-758-5273
Dr. Jessica Richard (English Department Chair) 336-758-3548
Dr. Omaar Hena (Graduate Student Advisor) 336-758-5925