Quick start guide to creating your IDPhD program:
courses

You must both

      a) **add courses to your program** and obtain approval for them
AND
      b) **register for the courses**.
You do not need approval from the Director IDPhD to register for a course, you DO need approval to add it to your program.
The IDPhD program does not arrange registration in any classes EXCEPT for the two INTE (IDPHD) independent study courses.

Adding courses to your program
- ❖ Your program is submitted to the Director for approval via the Program Form; this is due no more than two months after you begin your studies.
- ❖ Your program MUST include at least 12 credit hours of coursework (4 courses), of which two can be the IDPhD independent study courses, INTE 7000 and 7005 (see section below)
- ❖ If you have not determined all of your courses, you must indicate "credits to be added later". You will also have to add comprehensive exam as an additional requirement (you do not need to specify what it is).
- ❖ You may take up to 33% of your courses outside of Dalhousie; with four courses this would mean one course outside of Dalhousie
- ❖ You must register for at least one course each term (aside from REGN 999). If there is no course for you to take, I encourage you to register for your Comprehensive Exam and begin to work on that (see quick start guide to Comps).

Registering for courses
- ❖ The instructor must permit you into a course if it has any restrictions so you should check that s/he has done this.
- ❖ You must go into the registration system and register for the course
  - ➢ You must register by the registration deadline for the term.
  - ➢ **NOTE: if you are receiving funding administered by Dalhousie your registration deadlines are earlier than for non-funded students. If you miss the deadline, you will not be issued a cheque for any scholarship** funds you may be entitled to until the following month.
  - ➢ If you miss the registration deadline for that term you will NOT be able to register online, you will need to obtain an Add/Drop form and return asap to the IDPhD assistant to be manually registered. See: https://www.dal.ca/faculty/gradstudies/currentstudents/forms/add-drop.html

Independent studies
- ❖ Link to the independent study form, which must go to the IDPhD Director for approval: https://www.dal.ca/faculty/gradstudies/currentstudents/forms.html
- ❖ You must be permitted to register by the course instructor
- ❖ Independent studies will **not be approved by the Director** unless they clearly indicate:
  - ▪ Deliverables that will be used to grade the student
  - ▪ Deadline for submission of each deliverable
  - ▪ For each deliverable, the % of the grade that it will be worth

INTE 7000 & INTE 7005

❖ The Director IDPhD manages the registration for the two IDPhD independent studies. Once your independent study contract is approved, the Director will permit you to register, so try to register once the study is approved. If you cannot register, contact the IDPhD assistant quickly.

❖ Your instructor will need to submit your final grade to the Director, via an email to the IDPhD assistant before the end of term. Only the Director can enter the grades for these courses (as s/he is the 'instructor of record'.

❖ Independent study courses NOT in the IDPHD must be:
  - Created by the home Department; not all home departments will approve so make sure the instructor of the course checks for this before submitting.

See the IDPhD website for more information on coursework.
https://www.dal.ca/faculty/gradstudies/idphd/current_students/coursework.html

See the FGS website for information on registering for courses, including deadlines and CRNS:
https://www.dal.ca/faculty/gradstudies/currentstudents/registration.html