

THE MASTER'S 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 that you might have, hopefully many of the answers that you are looking for are contained in this handbook. 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 Victoria Schooler, Helen Davis and Kelley Miller, Emily Kader, Jessica Shellhammer, and Emily Young revised it and made several additions. Carrie Laughridge compiled the latest information and revisions. Many current and former graduate students also offered valuable suggestions.

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## **THE MASTER'S DEGREE PROGRAM IN ENGLISH**

Preparation for doctoral study, for teaching at the advanced secondary level, and for professional writing are the principal aims of the master's degree program.

### **Basic Requirements for the Degree**

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

The Master of Arts Degree in English is awarded to candidates who complete a minimum of twenty-four semester hours of faculty-approved course work with an average grade of B or above on all courses attempted, meet the foreign language requirement, and write an acceptable thesis for which six hours of credit toward the thirty required for graduation are allotted. Students may earn additional credit for thesis research, but such hours may not be substituted for the twenty-four hours of course work required.

### **Residence Requirements**

The minimum residence requirement is one academic year or three summer sessions. Generally, a student in the arts requires at least one summer session in addition to the academic year. In all cases, work for the degree must be completed within six calendar years of the date of initial enrollment in the Graduate School.

### Course Requirements

The courses available to students in the master's degree program offer opportunities for study and research in most of the major areas of both British and American literature as well as other English language studies. The courses for graduates only (numbered above 700) stress independent study and research out of which theses may develop.

At least fifteen (five courses) of the twenty-four hours in course work required for the degree must be in courses numbered 700 or above. The remaining nine hours (three courses) may be in either 600-level or 700-level courses. Graduate students enrolled in undergraduate courses (600-level) are required to complete extra course work in addition to that listed on the course syllabus in order to receive graduate credit for the course. Each professor decides what this extra work will be. You should consult with the professor before registration to find out what he or she requires.

Credit is allowed for as many as six hours of graduate work transferred from another institution, but the minimum residence requirement is not thereby reduced.

With approval by the departmental graduate committee, students may take one or two related courses in other fields.

### Requirements for Full-Time Status

A student who devotes full-time to a graduate program as outlined by his or her faculty committee and is in full-time geographic residence with a minimum of nine semester hours (three courses) of course work, including thesis research, is considered a full-time student. Students registered as "thesis only" or "graduate fee only" may be considered to be full-time.

## Grading

Records of progress are kept by the institution on all students enrolled. Grade reports are furnished to students at the end of each school term. The grade reports are posted on WIN (Wake Information Network), usually by the last day of exams.

All courses carrying graduate credit are graded on the following scale:

<b>Grades</b>		<b>Grade</b>
<b>Assigned</b>		<b>Points</b>
A	EXCELLENT	(4.00)
A-		(3.67)
B+		(3.33)
B	GOOD	(3.00)
B-		(2.67)
C+		(2.33)
C	LOW PASS	(2.00)

The grade of “T” (incomplete) is assigned only when a student fails to complete the work of a course because of illness or some other emergency. If the work recorded as “T” is not completed within thirty days after the student enters for his or her next semester, not counting the summer session, the grade automatically becomes F. The instructor must report the final grade to the registrar within forty-five days after the beginning of that semester. *In no case* is a graduate degree awarded to a student who has an “T” on record.

An “Aud” (Audit) is assigned when a student has audited a course. The audit fee varies depending on the specific course. The amount of work that an auditing student does for the course depends upon the individual professor.

A grade of “NC” (no credit) is generally not used in the English program. These are mostly assigned to students in the sciences who are required to take seminar courses but are not graded for them.

A grade of “NR” (not reported) is assigned when the grade was not sent to the registrar by the deadline to submit grades. This can happen for a variety of reasons, and if this grade appears on a student's transcript he or she should immediately contact the professor of the course in question. If the instructor is unable to be of assistance, then a student should go to the registrar. The Graduate Office cannot offer much assistance in these types of situations.

### Minimum Grade Requirements

A student whose cumulative grade-point average falls below 2.5 is required to withdraw from the Graduate School at the close of the semester in which this condition occurs. 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 does not enter into the GPA.

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

### Dropping a Course

With the approval of the Dean of the Graduate School and the department concerned, a student may drop a course during the first month of a semester or the equivalent period during a summer term, without penalty or notation on the transcript.

A student who is permitted to drop a course after the first month, with the approval of the Dean of the Graduate School and the department concerned, is assigned a Drop (DRP). Courses marked Drop are not counted in determining the grade-point average. Add/Drop forms may be obtained in the Graduate School office.

### Leave of Absence

A leave of absence may be granted by the Dean of the Graduate School upon recommendation by the respective department or program. The student must submit a leave request in writing, be in good academic standing, and complete any forms required by the Graduate School for courses in progress.

### Withdrawal from the University

During the first month of a semester, a student may withdraw from the University without having a grade recorded for courses in progress. The official record is WD. Withdrawal procedures should be initiated in the Graduate School office. After the one-month period, students who withdraw with permission are assigned grades of WP in courses in which they are doing passing work or WF in courses in which their work is below passing level. A student who withdraws without the approval of the Dean of the Graduate School and the department concerned is assigned grades of F for all courses in progress.

### Thesis Requirement

Six of the thirty hours required for the MA degree are 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.

Advisor: Theses are written under the supervision of the student's advisory committee (an advisor and a second and third reader). It is the responsibility of each student to ask a faculty member from the English department to be his or her thesis advisor. 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. If you know with whom you would like to work, it is advisable to ask that professor as soon as possible. When choosing an advisor, 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 in the back of the Graduate Handbook or online at: <http://www.wfubmc.edu/graduate/faculty.html>.

It is also the responsibility of the student to organize his/her committee. You may want to consult with your advisor on which other faculty members would be appropriate readers for the subject of your thesis. Your committee should be comprised of three people, all of whom must be on the Graduate Faculty. All three members of your committee must also be from the English Department. With the approval of your advisor, you may have someone outside the English Department on your committee as an additional member, but you will still need to include three faculty members of the English Department. It is also possible to have an external expert on the examining committee. The thesis or dissertation advisor 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 advisor must communicate to the dean of the Graduate School, in writing, the qualifications of the external expert.

The student should consult members of his or her committee and set a date and time for an oral examination. A student is required to distribute copies of his or her thesis to the members of the committee with sufficient time for review prior to the examination date. Two weeks prior to the exam date is a good general rule. The 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.

### English Graduate Program Guidelines for Thesis Prospectus

#### **Prerequisite:**

In order to minimize problems during thesis preparation, a minimum B average will be required of all students before they can proceed to the prospectus stage.

#### **Procedure:**

##### *Advisor:*

The student should carefully choose an advisor. Students should have several choices of advisors and/or readers in mind.

Once a faculty member has agreed to be the advisor, the student discusses and outlines the thesis project in coordination with him/her. The advisor's approval must be ascertained before the student may submit the prospectus to the department. Student and advisor may want to line up 2nd and 3rd readers and ask for their later participation at this time. The 2nd and 3rd readers, along with a student's advisor, make up the student's defense committee. All three committee members must be on the Graduate Faculty.

##### *Prospectus Committee:*

After the advisor has approved the prospectus, the student should submit four copies of the prospectus to the department administrative assistant, Peggy Barrett, who will distribute them to the members of the prospectus committee. While students cannot *officially* proceed until their prospectuses are approved by the committee, they can turn to working on the thesis itself once they have submitted the prospectus.

*Deadline:*

The deadline for submitting the prospectus will be the first day of class of the fall or spring semester.

*Format:*

The thesis prospectus will include the following information:

- a) title
- b) advisor's name (and those of 2nd and 3rd readers, if they have been chosen)
- c) statement of purpose
- d) contextualization of project in current scholarship (discussion of existing research)
- e) your research methodology and approach(es)
- f) a clear discussion of the prospective chapter divisions, even if these are merely tentative
- g) bibliography

*Length of thesis:*

50 pages (minimum)

80 pages (average)

*Notes:*

The department office keeps a folder of approved prospectuses for your perusal and reference. You may wish to avail yourself of this resource before or as you write your own.

Once your thesis is finished, you will need to take copies to the Graduate office to have them bound. Special paper should be used for this, and the administrative coordinator in the Graduate Office should be able to tell you what type of paper to use. Generally one copy should be printed on 100% cotton paper and the rest on 25% cotton paper. Most students have their theses printed at either Kinko's (on Stratford Rd. in the Thruway Shopping Center) or the copy center on campus. While the copy center has both types of paper, Kinko's only carries the 100% cotton kind. Students can choose to make all copies on that type of paper or to purchase their own at an office supply store such as Office Depot, Office Max, or Staples.

\* A book let detailing the specific University format requirements for the thesis has been compiled by the Graduate School and is available to all graduate students free of charge in the Graduate School Office and online at: <http://www.bgsm.edu/graduate/thesesprep.html>

### Foreign Language Requirement

A student may fulfill the foreign language requirement in one of the following ways.

Exams: Students may opt to take a proficiency test, which is administered twice a year in October and March (except in the German Department, where the tests are set up on an individual basis). The test is a translation exam and students are allowed the use of a dictionary and other print references. Most students choose to take the exam in either French or Spanish, but other languages such as Latin, Greek, Italian, Russian, or German are also acceptable.

You should prepare yourself for the exam by reviewing grammar and practicing translation. 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 multiple times. You should try to take the exam as early as possible, preferably during the first semester, so that you will have time to retake the exam if necessary. Should you feel apprehensive about your foreign language skills, you should take further coursework in your chosen language, beginning as early as possible in your academic program. Such coursework must be taken as an overload.

Courses: The foreign language requirement may be satisfied by completing one of the following courses with a grade of B or better: Spanish 197, 213, 217 or 218; French 197, 213, 215 or 216; Italian 215 or 216; German 153x; Greek 211 or 212; or Latin 211, 212, 216 or 218. Other languages may be accepted upon approval by the graduate committee. No individual language course taken as an undergraduate may be used to fulfill the language requirement. However, evidence of 18 hours (six semesters) of undergraduate work in a single language will be accepted as fulfilling the requirement.

### Admission to Degree Candidacy

A student is admitted to degree candidacy by the Dean of the Graduate School after recommendation by the major department. The student must have satisfactorily met the foreign language requirement and be expected to complete the master's degree requirements with one additional semester's work.

\*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. This may be done after the student has completed one semester of graduate work and met the foreign language requirement. It must be done at least three months prior to graduation.

### Employment Opportunities

There are several opportunities for employment on the campus. One of the most common employers is the library; many graduate students have worked there in various capacities in the past. Interested students should inquire at the Circulation Desk. Another possibility is to ask Mrs. Green, the administrative coordinator in the English Department, if any of the professors need graduate assistants. A third possibility is to see if the Writing Center or Student Athletes Services is in need of extra tutors. The director of the Writing Center is Tom McGohey; his office is in Reynolda, Rm. 117 (758-5397). Jane Caldwell is the director of Student Athletes Services, which is located in the Miller Center, and can be reached at 758-6010.

## **Information on Summer Sessions**

### Graduate Admission

Students who begin in the summer session programs of study leading to the Master of Arts degree must be admitted to the Graduate School according to the procedures of the bulletin of the Graduate School. Bulletins and application forms are available from the Dean of the Graduate School.

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 office of the Dean of the summer session. 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 Dean of the summer session, 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 in the summer session are limited to a few positions in the library and cafeteria. Students interested in working at the library should fill out an application at the Circulation Desk. Also, professors in the department who plan to teach during the summer session may be looking for summer assistants. Students desiring part-time employment should consult the Office of Career Services, Reynolda, room 8.

### Summer Research Grant

Students may also apply for a summer research grant. These grants pay a stipend of \$500 or \$1,000. You will receive application information in early spring. To receive the grant you must submit a research proposal that includes your research interest and reading list. At the beginning of the following semester recipients must submit a 2-3 page summary of their research that includes a list of the books and articles that were read. A long essay or report is not required. This grant is a great opportunity to get paid to begin your thesis research!

### The Richter Scholarship

The Richter Scholarship is a competitive, independent study scholarship for students in the 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. To enrich the independent study experience, each student is required to have a faculty mentor for his or her project.

Scholars will be selected based on the following criteria: feasibility of the project, 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. You will receive more information and an application to apply for the Richter later in the fall semester.

The Graduate Faculty of the English Department

\*\* all telephone prefixes are 758

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\*\* Current office hours for each professor are available from the English department office.

\*\* To see information on publications, visit the English department web site at:

<http://www.wfu.edu/academics/english/grad/faculty.htm>.

## **THE CAMPUS**

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

- 1) Tribble Hall (#13 on the campus map), which houses the English Department Office (room C201), most of the English professors' offices and the majority of classrooms used for English courses.
- 2) Reynolda Hall (#5 on the campus map), which houses the Graduate School Office (room 5).
- 3) The Z. Smith Reynolds Library (#7 on the campus map).

### **The English Department Office**

Tribble Hall is architecturally confusing. Avoid using the elevators if possible; they tend to complicate matters further. As any Wake Forest student will tell you, the best way to try to understand the layout of this building is to face it with your back to the Benson University Center and think C-A-B. The C-wing is to your left, B-wing to your right and the A-wing is in the middle. The C-wing is the most vital. It houses the English Department.

The English Department Office is in room C 201, and the telephone number is 758-5383. The administrative coordinator is Mrs. Connie Green and the administrative assistant is Mrs. Peggy Barrett. You will probably find yourself in the office frequently and for various reasons, and, luckily, Mrs. Green or Mrs. Barrett is usually there to help with any and all problems.

Most of the English professors' offices are located on this floor, the floor below, and on the basement level. Most English classes are conducted on the floor just above the offices in the A-wing of Tribble. Information on upcoming lectures, conferences, symposia, calls for papers, etc. is usually posted in the department office.

## **The Graduate School Office**

The Graduate School Office is located in Reynolda Hall, Rm. 5, and the telephone number is 758-5301. The Dean of the Graduate School is Lorna Moore; her personal office is adjacent to the Graduate School office. Ms. Debbie Deheck is the administrative coordinator.

All registration of graduate students—except for ID validation—is handled in the Graduate School Office. All ID's are handled by the Deacon Onecard office, which is located in Benson Room 218. New students will pick up their IDs there when they come to campus. Any questions concerning IDs should be directed to Al Hill, the ID Card Operations Administrator, at 758-1949. The Onecard has two separate accounts. One account allows you to make photocopies with the machines in the library and purchase items from vending machines throughout campus. Money can be added to this account using a machine located on the main floor of the library just past the circulation desk (it is a gray box located directly underneath a clock). The ID card also allows after-hours access to buildings and allows you to check out books, videos, and equipment at the library. You may also establish an account that will allow you to purchase food and other necessities from campus vendors. Food purchased with your card is not taxed, and having money on your card makes check-out much easier and faster. There is a one-time fee of \$20 to initially set up the food account, but once opened the account remains active throughout your time at Wake Forest. Check with Aramark Food Services in Benson Center to set up this account. All graduate financial aid matters (including federal loan application and distribution and University emergency loans) are also handled in the Graduate Office.

## **Financial Aid**

Financial support is available to qualified graduate students. Partial scholarships, fellowships (tuition plus a \$4,000 stipend) and assistantships (tuition plus an \$8,000 stipend) are awarded annually. Students who hold assistantships are required to work 12-15 hours per week at the University Writing Center. Fellowship recipients are expected to devote 5 hours per week to assisting with departmental activities. You may also apply for federal Stafford Loans and other loans by contacting the Graduate School. A FAFSA must be filed before loan requests can be processed. Further information about external

financial aid may be found at: <http://www.wfu.edu/admissions/finaid/grad-div.html>

### 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, some research grants and scholarships are available. Any questions that you have about obtaining summer funding should be addressed to the Graduate Director.

### Graduate Student Travel Fund

It is highly encouraged that graduate students consider participating in local, national, and international conferences. Usually Peggy Barrett or Dr. Scott Klein will notify you of any graduate student conferences that advertise within our department. The best way to stay abreast of upcoming conferences, however, is to frequently check the bulletin board in the office mailroom (Tribble C213, next to the Department office) along with the graduate student bulletin board located on the first floor of the C-wing in Tribble. Calls for papers and advertisements for conferences are posted at these sites throughout the year. There are funds established to supplement the cost of conference-related traveling. The Graduate School of Arts and Sciences has recently established the Alumni Student Travel Award Program which provides current graduate students with funding to support expenses acquired from presenting their research at national and international professional meetings. Please check upon your arrival about possible funding amounts, as it can vary from year to year. No more than one award will be given to any student in one year. Requests for support from the Program should be submitted in writing to the Dean of the Graduate School, Dr. Lorna Moore, prior to travel arrangements being made and should be accompanied by an abstract of the paper to be presented and a supporting letter from the student's advisor. A brief report detailing the benefits received from the travel should be submitted to the Dean of the Graduate School within one month of the student's return. While these funds may not cover all of your expenses, they are an excellent way to supplement the cost of conference travel.

### Additional Expenses

As a graduating student, you are responsible for paying for your cap and gown as well as the printing and binding of your thesis. The cost of the cap and gown in 2009 was \$35. The Graduate School Office coordinates the binding process once you have printed copies of your thesis. Most students print their theses at either the University Print Shop or at Kinkos (located in the Thruway Shopping Center on Stratford Road). Wake Forest requires a minimum of three copies, of which one goes to your thesis advisor, one to the English Department, and one to you. In 2009, the cost of binding was \$7.50 per thesis copy. You may purchase additional copies.

### Further Information About Financial Assistance

On request, the English department or the Dean of the Graduate School will supply information regarding levels of support. Assistantships and fellowships include full-tuition scholarships as part of the grant. An assistantship includes an educational grant plus compensation for services rendered.

Assistantships are potentially renewable, but a student working toward the master's degree may not receive support for more than two years. Information on financial aid awards will be included in the offer of admissions letter.

Occasionally the Residence Life and Housing office has a limited number of hall director positions available to qualified graduate students. Duties include overseeing operations of a residence hall and supervising undergraduate residence hall advisers. Compensation includes \$6,500 for ten months, a comfortably furnished apartment with utilities, and a waiver of tuition for nine hours (three courses) each semester. Interested students are urged to send a cover letter, resume, and three letters of recommendation to the Associate Director of Residence Life and Housing, Wake Forest University, Box 7749 Reynolda Station, Winston-Salem, NC 27109 [(336)758-5185].

Graduate students who are interested in the Guaranteed/Insured Student Loan program should request information from their state agency or the Graduate School. North Carolinians may receive applications from College Foundation, Inc., P.O. Box 12100, Raleigh, NC 27605-2100.

Part-time students are not eligible for financial aid.

\*\* Important information concerning the graduate programs (including the University thesis format) is available in the Graduate School Office and is usually located on the table just inside the door. You may also explore the Graduate School website at <http://graduate.wfu.edu/>.

## **The Z. Smith Reynolds Library**

The Z. Smith Reynolds Library of Wake Forest University serves as the library for all undergraduate and most of the graduate students of the University. The library houses over one million volumes.

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 1992, 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.

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

Media items including DVDs, CDs, VHSs, and Laser Disks can be checked out from the Circulation Desk. Students are allowed to check out items for up to 3 days. The ZSR media collection contains more than 8,000 DVDs, 5,000 VHSs, and numerous other media items.

Recent renovations to the ZSR Library include:

- 1) Starbucks Coffee Shop, which can be found just inside the main entrance on the left side of the lobby. Numerous tables on the lower level and a large second floor study area provide an excellent study space for those who prefer a little background noise. Two large group study rooms in the back of Starbucks are also available to be reserved by the hour. Please see the Circulation Desk for assistance in reserving one of these rooms.
- 2) A large, quiet study room on the fourth floor of the Reynolds Wing, which is newly furnished and provides outstanding natural light, making it one of the most comfortable places to work in the library.
- 3) The Graduate Lounge – a large private study room reserved only for graduate students. It is located at the back of the 24-hour study room (to the right of the main lobby, across from Starbucks) and can be accessed by using your ID card.

## **Library Hours**

During the regular term, the library hours are:

Monday-Thursday	Open 24 hours.
Friday	12:00 a.m. to 7:00 p.m.
Saturday	10:00 a.m. to 7:00 p.m.
Sunday	Opens at 10:00 a.m. (no closing time).

Late night study areas, located just inside the library entrance, are available 24 hours a day when classes are in session. You can access the study areas after normal library operating hours by using your ID card.

To check on the current operating hours call 758-4931.

## **ZSR Library Facilities and Services**

### **Online Catalog**

The library's holdings are listed in the online catalog. Computer terminals accessing the online catalog are currently located in Reference on Wilson level 4, in front of the circulation desk, in the computer lab, and in other locations throughout the library. Dial-up access is possible, allowing members of the University community to search the online catalog from computers outside of the library. To access the catalog online, go the library's website: <http://zsr.wfu.edu> and click on the words "ZSR Catalog" located in the top left corner of the web page header. The library uses the Library of Congress classification system. By consulting one of the stack guides posted throughout the library, one can find the location of a particular call number. Stacks guides are also available at the Circulation Desk and the Reference Desk.

### Photocopiers

Photocopiers are located on levels 2, 4 and 6 in the Reynolds building, and on levels 1, 2 and 4 in the Wilson Wing. These copiers do not take coins, but instead deduct the cost for copies from your student ID card. You can add money to your card by using the machine located near the Circulation Desk. Cost of copies are \$.08 per page.

### Printers

There are two printers available to students in the computer lab (located on the second floor of the Wilson Wing). Each graduate student is allotted 250 pages of free printing, after which each page costs \$.05. The system keeps a running tally of the pages you have printed based on your log-in 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

Ten private study rooms of various sizes are located throughout the library and can be reserved by the hour for individual or group study. These can be reserved for 2 hours at a time and up to 5 days in advance. Most are equipped with technical equipment including, DVD/VHS/Laser Disk Players, Smart Boards, and projectors with computer hookups. Please see the Circulation Desk for assistance in reserving one of these rooms.

### 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 currently \$20, which is returned to you when you return the key). These rooms are taken quickly, so be sure to inquire about one prior to the first day of class.

### Restrooms

Restrooms are located near the east staircase on every level of the Wilson Wing. In the Reynolds building, restrooms are located in the main lobby; also, men's restrooms are located in the west corridor of level 3 and the east corridor of level 5, and women's restrooms are located in the east corridor of level 3 and the west corridor of level 5.

### Elevators

Elevators are located in the center of the Reynolds building and on the west side of the Wilson Wing.

### **Selected Departments and Collections**

\*Note, as the Library has been undergoing renovations during the past year, it is possible that some of the collections' locations may be moved by the time you arrive for the Fall 2009 semester. It is best to check with the library staff to locate specific collections.

#### Reference-- Wilson level 4

The first stop for those needing help with research is the Reference Department. Here are located encyclopedias, dictionaries, indices to periodical literature, and other reference materials. The Reference area also has 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

In addition to the books purchased for the University's academic departments, the library maintains the Browsing Collection, a collection of recent popular works.

### Reserve-- Reynolds level 2

Many instructors place materials on Reserve for the use of their students. These materials are logged onto reserve computers located across the aisle from the Circulation Desk and may be requested at the Reserve Desk. Most of these materials are signed out for a two-hour period, and the materials must remain in the library. Other materials may be signed out for overnight, three day, or seven day reserve and may be checked out for that length of time. An increasing number of items are available via electronic reserves. Your professor will inform you if his or her items are electronic reserves.

### Periodicals-- Wilson level 4

Current issues of periodicals, including newspapers, scholarly journals, and popular magazines, may be found in the Periodicals room, grouped by subject. Older issues are either bound and shelved among the books in the stacks, or are available on microfilm. The library currently subscribes to over 4,000 periodicals. A number of Periodical Holdings Lists are available in Periodicals and Reference. The online catalog may also be consulted for periodical titles. You may access some of the journal titles online if you configure your off-campus internet browser to the Wake Forest Proxy server. For more information on proxy servers and how to configure your browser, visit the following website <http://www.wfu.edu/Library/referenc/proxy/proxyhowto.html>.

### Government Documents-- Reynolds level 4

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.

### Microtext-- Reynolds level 4

The library has back issues of many newspapers, historical materials, and other scholarly materials on microfilm and microfiche. The Microtext reading room has reader/printers that can print out paper copies of microfilmed documents.

### Information Technology Center (ITC)-- Wilson level 2

The ITC houses audiovisual materials such as videocassettes and films, and computers for use by the University community. It also provides multimedia technical support. You may also check out electronic equipment such as a CD burner with your student ID.

### Rare Books-- Reynolds level 6

Materials that because of historical significance, age, or condition need special care are in the Rare Books collection. The collection emphasizes books and manuscripts of American, English and Irish authors of the 18th through 20th centuries. These books do not circulate - they must be read in the Rare Books room only. This room is not used for general studying.

### **The MLA International Bibliography**

One of the most valuable research tools available to English students is the MLA Bibliography. The MLA International Bibliography, produced by the Modern Language Association, consists of bibliographic records pertaining to literature, language, linguistics, and folklore, and includes coverage from 1981 to the present. The MLA International Bibliography provides access to scholarly research in over 3,000 journals and series. It also covers relevant monographs, working papers, proceedings, bibliographies, and other formats.

Recently, the Reference Room was equipped with computers that feature the MLA Bibliography as well as a variety of other databases. The computers are fairly self explanatory, and the people in Reference are more than happy to show you how to use them. The MLA bibliography is also accessible from the computer lab and from off campus if your browser is configured (see above). To find the MLA bibliography and other databases, visit the electronic database page on the library's website at <http://erl.wfu.edu/reference/>.

## **Interlibrary Loan**

Once you have obtained your records from the MLA, you can check to see if your source is included in the library's periodical collection. If a particular journal is not carried by the library, you can request an Interlibrary Loan search. Interlibrary Loan search forms are available online through the library web page, on World Cat, or on Kudzu, and may be requested for either periodicals or texts. If the book or journal article is located, it usually takes about one week for the material to arrive. Interlibrary Loan materials are normally lent out for a three week period. Be sure that the library does not have the item before requesting an ILL. Interlibrary Loans are free to Wake Forest students.

The library's periodical holdings offer English students a wide variety of literary journals and scholarly publications. Printed listings of the library's periodicals are usually located near the Reference Desk. One can also search for journals on the online catalog.

## **ZSR Library Policies**

### **Circulation**

Students, faculty and staff of Wake Forest University may borrow materials from Z. Smith Reynolds Library. Student ID cards include the library bar code. Other persons may purchase a borrower's card entitling them to borrowing privileges. Books are checked out at the Circulation Desk on Reynolds level 2. The normal circulation period is four weeks, but graduate students are able to check books out for three months. 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 media items. Books and media items are subject to recall by the library. 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 for one night.

### Food and Drink

Eating and drinking is permitted in many sections of the library. Please 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).

### Smoking

Smoking is prohibited in the library.

### 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, usually located in the stairwells and hallways.

## **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 (758-6123) to determine the current annual fee to register a car or a motorcycle.

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 Traffic Handbook's list of where you can and cannot park; tickets are \$20.00 - \$50.00 each and given frequently.

### **The Quad**

#### **Campus Mail Service and the U.S. Post Office**

Wake Forest operates a full service post office located in Poteat Residence Hall facing the upper quad. Students may purchase stamps, postcards, and money orders, as well as certify, insure, and register mail. The post office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. It is required to observe all federal holidays.

#### **Wachovia Bank**

The Wake Forest branch of the Wachovia Bank is located in Davis Residence Hall. It is a full service bank. An ATM machine is located in front of the bank. It is convenient for most Wake Forest students to bank at this branch.

\*\*Hours: Monday - Friday, 10:00 a.m. - 3:00 p.m

### The Book Store

The University Book Store is located on the quad in the Taylor House Residence Hall. The upper level sells books, magazines, school supplies, stationary, posters, greeting cards and other incidentals. Textbook sales are handled downstairs. The book store accepts cash, checks, Visa and Mastercard.

\*\* Hours:     Monday - Friday, 8:30 a.m. - 5:00 p.m.  
                  Saturday, 9:30 a.m. - 5:00 p.m.  
                  Sunday, closed

### 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.

\*\* Hours:     Monday - Thursday, 9:00 a.m. - 5:00 p.m.  
                  Friday, 9:00 a.m. - 1:30 p.m.

### Deacon Shop

The Deacon Shop is located on the ground level of Kitchin House Residence Hall. The shop sells a wide variety of Deacon wear-- tee-shirts, caps, sweats, etc.

\*\* Hours:     Monday - Friday, 8:30 a.m. - 5:00 p.m.  
                  Saturday, 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 close during all home basketball and foot ball games.

## Food Service

Most graduate students do not dine extensively on campus, but the cafeterias are convenient for lunch and quick snacks between classes.

The main cafeteria 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 cafeteria, known as the Pit, contains choices ranging from tortillas and quesadillas, home-style entrees and sides, grilled sandwiches, fresh cooked pastas, salads, soups, bisques and chowders. The food court is located in the Benson University Center and has a grill, a deli, PanGeos, Chick Filet, and a Pizza Hut. Also in Benson, directly across from the food court, is Shorty's. Shorty's has a sports bar-like atmosphere and offers Starbuck's coffee, Fresh Market Smoothies, soups, and a hot buffet bar. Beer and wine is also available in the evenings. There are also several sundry stores located on campus. The main Sundry is located next to the Pit in Reynolda Hall. The Bodega Convenience Store is located in the Benson Center next to Shorty's.

All food service facilities on campus accept either cash 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. Students can add money to their account or open an account in Reynolda, Rm. 22, Monday through Friday, 8:30 a.m. - 5:00 p.m. There is a \$20.00 fee to open an account. For additional information on the meal plan system contact Aramark Food Service Company, Box 7393 Reynolda Station, Winston-Salem, NC 27109 or visit <http://www.campusdish.com/en-US/eCampus1/WakeForest>.

### Cafeteria Schedule

Monday-Friday	Breakfast	7:30 a.m. - 10:30 a.m.
	Lunch	10:30 a.m. - 4:00 p.m.
	Dinner	4:00 p.m. - 8:30 p.m.
Saturday	Breakfast	8:00 a.m. - 10:30 a.m.

	Lunch	10:30 p.m. - 4:00 p.m.
	Dinner	4:00 p.m. - 7:00 p.m.
Sunday	Breakfast	8:00 a.m. - 10:30 a.m.
	Lunch	10:30 p.m. - 4:00 p.m.
	Dinner	4:00 p.m. - 7:30 p.m.

Magnolia Room Schedule

Monday-Friday	Lunch	11:00 a.m. - 1:30 p.m.
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Benson Food Court Schedule

\*\*subject to change after renovations\*\*

Monday-Friday		7:30 a.m. - 12:30 a.m.
Saturday & Sunday		11:00 a.m. - Midnight.

## Health Services

The Student Health Services office is located in Reynolds Gymnasium. The phone number is 758-5218.

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.) A full staff is available during clinic hours: 8:30 a.m. to noon, 1:30 to 4:00 p.m., Monday through Friday. 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. The services of the staff are covered by tuition. There is a charge for medications, laboratory tests, some supplies and services, and in-patient care.

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.

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. A student insurance policy is available through the controller's office. Wake Forest offers student health insurance through the MEGA Life and Health Insurance Company at a reasonable cost. Information concerning the insurance will be mailed directly to your home address. If you do not receive the information or have any questions concerning the policy, go to <http://www.wfu.edu/shs/insurance.html>. Forms and information are also available at the Student Health Services office. Each student will be required to sign up for the plan offered, or sign a waiver showing other 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.

### **University Counseling Center**

The University Counseling Center, located in Reynolda, Rm. 118, offers a range of counseling and psychological services. Students can discuss their personal, educational, and career concerns with a professional counselor or a psychologist. Special programs help students increase their self-confidence, manage their emotions, modify their behavior, or improve their relationships. Brochures on studying, stress management, substance abuse, and other topics are available. Psychological emergencies on campus are handled through the center in cooperation with Student Health Service. The center is open Monday through Friday between the hours of 8:30 a.m.-5:00 p.m. Appointments can be made during these hours. Confidentiality is assured and no fees are charged to students.

### **The Benson University Center**

The Benson University Center, which opened in the fall of 1990, provides a common home for the Wake Forest community. It welcomes students, faculty, staff, parents, alumni, and guests. The Benson Center houses varied facilities which include a 210-seat snack bar, coffeehouse, film auditorium, day student lounge, student organization offices and cubicles, a main lounge area, a large multi-purpose room, meeting rooms of various sizes, student publications, and WAKE radio.

Movies are shown on a regular basis in Pugh Auditorium. On the weekends Pugh usually hosts a major or current release and the charge to students is \$2. During the week classic, foreign and independent films are shown and are free of charge. Booklets listing the schedule of movies for the coming semester are available at the 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 (758-5255/5256). 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 and Black, is also an important source of University information and can be picked up in Benson, as well as Tribble Hall, each Thursday.

### **Religious Services**

The Campus Ministry, 302 Wingate Hall, 758-5248

Chaplain, 105 Wingate Hall, 758-5210

The campus ministry seeks to assess and address the religious needs of students, faculty, and staff. The University chaplain, Baptist, Episcopal, Lutheran, Methodist, Presbyterian, and Roman Catholic campus ministers, and a coordinator for the Intersarsity Christian Fellowship provide worship, study, fellowship, and service activities. The campus ministry holds weekly worship services at 11:00 a.m. on Thursdays; provides special services during Lent and Advent, including a Moravian Love Feast; 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.

### **Athletic Passes**

Athletic passes are issued at fall and spring registration to all full-time Wake Forest students. To reserve seats at football games in Groves Stadium and basketball games in the Lawrence Joel Veterans Memorial Coliseum, a student must present a validated ID and an athletic pass. 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.

### **The Fitness Center**

The Fitness Center is located on the first floor of the Miller Center and two exercise studios are located on the 4th floor. The facilities are available to students, faculty, and staff and include exercise conditioning, weight training, and a pool as well as classes in aerobics, weight training, yoga, pilates, cycling, spinning, step and kickboxing. Showers and lockers are also available. Visit <http://www.wfu.edu/campusrec/> for more information.

### **Benson Copy Center**

The copy center is located inside the Benson food court and offers a wide variety of services including self-service copies, color copies, faxing, laminating, posters, binding and more. You may pay by cash, check, credit card or Deacon Dollars. For more information call 758-5251.

### **Office of Career Services**

The Office of Career Services (CS), located in Room 8 of Reynolda, offers a full range of career services, including career guidance; internship opportunities; full-time, part-time, and summer job vacancies; job placement for students in the College Work-Study Program; library resources; and a computer program which helps students identify career interests. Other services include workshops which teach resume writing, interviewing, and job search skills. Application materials for the LSAT, GMAT, and the GRE are available for those students interested in graduate or professional school. The

office maintains a file on each registered student to facilitate on-campus interviews and off-campus job searches. Approximately 200 prospective employers recruit Wake Forest seniors and graduate students through the CS office.

CS office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The office resources are available on a walk-in basis, and individual appointments may be made in person or by telephone at 758-5902. Visit them online at <http://www.wfu.edu/career/>.

### **University Security**

Student safety is the concern of the Department of University Security (non emergency, 758-5591, emergency, 758-5911). They work to make the college experience enjoyable and crime free by providing a safe environment in which to learn and live. There are 22 professionally-trained staff members: nine security officers, three security guards, three full-time dispatchers, three part-time dispatchers, and four support personnel. Operation of the department is managed by the assistant director, who reports to the director of security. The primary concern is to provide protection and assistance to students and the campus community. It is a 24-hour service, 365 days a year. Security is part of the academic mission of the University -- to teach personal safety and crime prevention.

### **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.

Emergency Phones: There are four emergency phones located in campus parking lots. They are marked by large round signs and white lights that read P-H-O-N-E. They will ring directly to security.

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.

### Computer Facilities

All students are given a login ID on the academic computer, and the login is maintained as long as the student is enrolled. Students can pick up their password during orientation or at the Information Systems (IS) help desk (758-help). This single account provides students access to electronic mail, programming languages, and software packages. You may also have space for your own personal web page while at Wake. For more information on student web pages, contact the help desk or Giz Womack in the ITC department of the library.

As of 2002, 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 very good condition and are only two years old.

For more information, visit the IS website at <http://www.wfu.edu/technology/>.

## **OFF-CAMPUS**

### Housing

The Graduate School does not provide University housing for graduate students, and therefore students must make their own arrangements for housing off campus. The GSA (Graduate Student Association) has recently created an extremely helpful booklet which includes information about off-campus housing as well as other useful information concerning the Winston-Salem area. Their “Survive and Thrive Guide” is accessible online at <http://graduate.wfu.edu/gsa/SNTG.rev0607.pdf>. We strongly encourage you to check out this guide and the plethora of information included therein.

The Office of Residence Life and Housing serves as an information center for individuals who wish to advertise rooms, apartments and houses for rent or sale. This office also provides information on students who may be looking for roommates. The University serves only as an information source and does not assume responsibility for placement, lease agreements, or landlord tenant relations. The office is located on the lower level of Benson University Center, Room 101. The phone number is 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. An online PDF version of the off-campus housing for rent list is located at <http://www.wfu.edu/housing/pdf/current-offcampus-housing.pdf>. 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. You may also try the following websites:

<http://www.journalnow.com>

<http://www.rent.net>

<http://www.apartmentguide.com>

<http://www.apartmentbluebook.com>

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.

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 situation. Rents in Winston-Salem are very reasonable. Rents for a single bedroom apartment range from \$325 to \$750. 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.

Some graduate students choose to take apartments in the West End area of Winston-Salem. Many are located in grand, old houses which have been divided into apartments. The West End is fun and the rents are a steal.

**Housing Suggestions:**

Arbors Apartments 4981-G Hunt Club Road Winston-Salem, NC 27104 (336)765-5061	Crowne Polo Apartments 75 Crowne Forest Ct. Winston-Salem, NC 27106 (336)721-0678h	Springhouse 5010 Split Rail Circle Winston-Salem, NC 27106 (336)767-3512
Brandemere Apartments 7013 Brandemere Lane Winston-Salem, NC 27106 (336) 744-0352	Deacon Ridge 500 Timberline Ridge Ln. Winston-Salem, NC 27106 (336)759-3501	Towergate 2501-5 Towergate Ct. Winston-Salem, NC 27106 (336)922-4041
The Corners 2700 Reynolda Road Winston-Salem, NC 27106 (336)761-1777	Ashton Oaks 2030 Northcliffe Dr. Winston-Salem, NC 27106 (336)759-0823	The Village Resort 240 Village Crossing Ln. Winston-Salem, NC 27104 (336)765-9340
Crowne Club Apartments 200 Crowne Club Dr. Winston-Salem, NC 27104 (336)765-2400	Sherwood Ridges 3736 Kings Court Winston-Salem, NC 27106 (336)768-1420	
Crowne Park Apartments 900 Crowne Park Dr. Winston-Salem, NC 27106 (336)761-1666		

### Cleaners

A Cleaner World	2885 Reynolda Rd.	724-0600
Camel City Cleaners	2808 Reynolda Rd.	724-4703
Heritage Cleaners	North Chase Shopping Ctr.	767-3367

### Laundromats

Murph's Cleaners	College Plaza	723-1377
Polo Laundry	325 Polo Road	759-0454
Sunshine Laundry	4600 N. Cherry St.	744-0726

### 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 a new building that is only about a 5-10 minute drive from campus.

Whole Foods is a wonderful grocery store with a great selection of fresh foods. It is located in the Miller Street Market on Miller Street (close to the Five Points intersection).

The Winston-Salem Farmer's Market is open on Saturday mornings and is located at the Fair Grounds on Coliseum Drive. It's rumored that you must arrive at the crack of dawn to get the best selection. There is also a massive, year-round Triad Farmer's Market, if you are willing to make the twenty-minute drive. It is located just off I-40 on the Sandy Ridge Road exit (<http://www.ncfarmfresh.com/FarmMarketDisplay.asp?FarmID=674>).

### Movies

Carmike 10*	3608 Reynolda Road	922-1301
Wynnsong 12*	1501 Hanes Mall Blvd.	765-5875
The Grand Theater	5601 University Parkway	661-1125
Winston-Salem Cinema Society Inc.		722-8269

\*You may purchase discount tickets to the Carmike, Wynnsong (also a Carmike theatre), and the Grand theatres in the student union office for \$5.50. Otherwise admission is generally \$7.50/ticket.

\*\*Independent films are shown frequently at the Stevens' Center in downtown Winston-Salem. Schedules for films can be found on [www.journalnow.com](http://www.journalnow.com) or through WIN under local entertainment.

### Theaters

The Little Theater of Winston-Salem	610 Coliseum Dr.	723-2266
	box office	723-7907
N.C. School of the Arts	Stevens Center (box office, campus)	721-1945

Theatre Alliance	502 N. Broad St.	725-7181
Vintage Theatre	7 Vintage Ave.	750-0000
Wake Forest Theatre	Scales Fine Arts Center	758-5295

### Places of Interest

#### Arts District

corners of 6th and Trade, downtown

--A variety of interesting galleries and studios. Throughout spring, summer, and fall, many of the galleries participate in Friday evening gallery hops. There are also events such as Alive After Five and Fourth Street Jazz throughout the year.

#### Historic Bethabara

2147 Bethabara Road (924-8191)

--First Moravian settlement.

#### Old Salem

visitor's center: 600 S. Main St. (721-7350)

--A fascinating place to visit. Tours available.

#### Reynolda House, Museum of American Art

2250 Reynolda Road (725-5325)

--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)

750 Marguerite Drive (725-1904)

--Exhibits, programs, lectures, classes, films. Definitely worth visiting on a regular basis.

### Places of Worship

There are a lot of churches (mainly Protestant) in Winston-Salem. Check the yellow pages for specific denominations. There are four Roman Catholic churches, two synagogues, and two mosques in town as well.

### Public Transportation

The Winston-Salem Transit Authority (WSTA) operates a public bus system. The fare for adults is 60 cents, 10 cents for transfers.

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), which runs from the University to the Winston-Salem courthouse, stops at 7:05 a.m., 7:30 a.m., 8:05 a.m., 8:35 a.m., 9:05 a.m., 9:35 a.m., 10:35 a.m., 11:35 a.m., 12:35 p.m., 1:35 p.m., 2:35 p.m., 3:35 p.m., 4:50 p.m., 5:25 p.m., and 5:55 p.m.

The outbound 16 runs from Wake Forest to the Oldtown Shopping Center. Pick up times are 6:20 a.m., 6:55 a.m., 7:35 a.m., 8:00 a.m., 8:35 a.m., 9:05 a.m., 10:05 a.m., 11:05 a.m., 12:05 p.m., 1:05 p.m., 2:05 p.m., 3:05 p.m., 4:10 p.m., 4:55 p.m., 5:25 p.m., and 5:55 p.m.

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: 727-2000. The Benson Center sometimes carries schedules near the information desk.

\*\*The Blue Bird is the biggest taxi cab service in town. The number is 722-7121.

## Restaurants

\*See also a more extensive list (with student reviews) at <http://www.wakestudent.com/dining/>

### 4<sup>th</sup> Street Filling Station

871 W. 4<sup>th</sup> St. (724-7600)

--Open Monday-Thursday 11:00 a.m.-10:00 p.m., Friday and Saturday 11:00 a.m.-11:00 p.m., Sunday 10:00 a.m.-9:00 p.m., Sunday Brunch served 10:00 a.m.-3:00 p.m.

American cuisine, full bar, wonderful atmosphere, including outdoor patio seating year-round.

### Arigato Japanese Steak and Seafood House

585 Bethesda Rd (765k-7798)

--Typical Japanese steakhouse; watching the cooks prepare the meals at the table is a good show; food is very good, but fairly Americanized.

### Basmati Indian Cuisine

3088 Healy Drive (794-9206)

Bistro 420

424 W. 4th St. (721-1336)

--Open for lunch Tuesday-Friday from 11:00 a.m. to 2:00 p.m. Dinner served Wednesday-Saturday from 5:30 p.m.-10:00 p.m. Creative fusion of French, American, Asian and Italian cuisine.

### California Fresh Buffet

1370 Peters Creek Pkwy (777-0145)

--Open Monday-Saturday 5:00 p.m.-9:00 p.m. and Sunday 11:00 a.m.-2:00 p.m. CFB is a very innovative restaurant. 85% of its employees are volunteers allowing all of its profits to go to charity. Buffet-style dining that includes an exceptionally wide variety of food.

### Cicciones's Pizza

8059 Country Club Rd. (Just passed the Peace Haven Rd. intersection) (659-4749)

--Open seven days a week, 11:00 a.m. to 10:00 p.m. Take out available. Very casual dining. Voted the best pizza in town by the English Graduate students of 2003. Also serves other Italian cuisine and sells imported goods and authentic deli items. There are two other branches—one in Clemmons and one on Robinhood Rd., but this one is by far the best. Good prices. Major credit cards accepted.

#### Coppola's

3512 Yadkinville Road in Reynolda Commons (922-1190)

--Open Monday-Thursday, 11:00-11:00; Friday-Saturday, 11:00 a.m.- midnight; Sundays, noon-10:00. Take out available. Casual Italian restaurant. Good pizza and pasta dishes at very good prices. Major credit cards accepted.

#### Diamondback Grill

753 N. Avalon Rd. off of Robinhood Rd. (722-0006)

-- Open evenings only, 6:00 – 11:00. Great food of every sort. You may choose to dine in the bar and grill area (casual with big-screen TVs) or in the restaurant area (much quieter but normally less casual).

#### Downtown Thai

219 W 4<sup>th</sup> Street (777-1422)

--Definitely the best Thai food in WS.

#### East Coast Wings

4880 Country Club Rd (659-9992)

--Great wings at reasonable prices; lots of unique flavors.

### El Sombrero

5079 University Parkway (767-3333)

--Authentic and Americanized Mexican food as well as blue margaritas. Good prices. Open 11:00 a.m. to 10:00(ish) seven days a week. Major credit cards accepted.

### Elizabeth's Italian Restaurant and Pizzeria

2824 University Parkway (724-4650)

--Large quantities of tasty Italian food at very reasonable prices.

### Foot hills Brewing

638 West 4<sup>th</sup> Street (777-3449)

--Newly opened pub downtown. Nice atmosphere, good beer, unique menu featuring several dishes made with wild game (try the Hunter's pie!); hamburgers, chicken dishes, and pizzas also available.

### Golden Dragon

Reynolda Manor Shopping Center

--Good Chinese food. Moderately priced. Take out available. Major credit cards accepted.

### The Juice Shop

Thruway Shopping Center, Stratford Rd. (721-0444)

--Not a restaurant – but definitely worth knowing about! They offer the hands-down best smoothies in WS – and they only accept cash.

### Kabab's Indian Bar & Grill

321 W. 4<sup>th</sup> St. (725-6778)

--Downtown Indian cuisine; a favorite among students and faculty.

La Carreta

725 Coliseum Drive (722-3709)

137 Jonestown Rd. (774-3010)

1796 Silas Creek Pkwy (724-1114)

--Open Monday-Thursday, 11:00-2:30, 5:00-10:00; Friday, 11:00-2:30, 5:00-11:00; Saturday, noon-10:00; Sunday noon-2:00, 5:00-9:00. Great Mexican food, fast service and good prices. Great margaritas too. Major credit cards accepted.

Little Richard's BBQ

4885 Country Club Rd (760-3457)

--Best BBQ in Winston-Salem! Only accepts cash.

Loop Pizza Grille

Thruway Center (703-9882)

-- Open Sunday – Thursday, 11:00-10:00; Friday & Saturday, 11:00-11:00. Delicious and interesting salads, pizzas, and burgers. Great milkshakes. Reasonable prices.

Mi Pueblo

644 S Stratford Road (765-5174)

--Best service in town; good, reasonably-priced Mexican food.

Midtown Cafe and Dessertery

151 S. Stratford Rd. (724-9800)

--Outstanding desserts and good Sunday brunch.

Noble's Grille

380 Knollwood St. (777-8477)

Pricey, but excellent food. Good for special occasions.

### Paul's

3443 Robin Hood Road (768-2645)

--Fairly expensive, pretty good Italian food. Major credit cards accepted.

### Rose's Deli

5000-C University Pkwy. (744-9543)

--Not much to look at, Rose's is a delicious sandwich shop located next to a gas station close to campus. She offers free drinks (for life) to WFU students and alums, too! Ask for the discount card.

### Ryan's Steaks Chops & Seafood

719 Coliseum Drive (724-6132)

--Fairly expensive, excellent food and great atmosphere. Major credit cards accepted. It's probably better to call ahead for a reservation as well.

### Salem Tavern

736 S. Main Street, Old Salem (748-8585)

--Open for lunch 11:30 a.m.-2:00 p.m. and for dinner 5:00 p.m.-9:00 p.m. Expensive dining in historic Old Salem.

### South by Southwest

241 S. Marshall Street (727-0800)

--Great southwestern food. Good prices considering the amount of food served -- a lot. Full bar. Major credit cards accepted.

### Spring Garden Bar and Grill

1500 W. 1st Street (722-6950)

--Good sandwiches, salads and burgers. Full bar. Good prices. Only cash is accepted, and you pay when you order.

### Sweet Potatoes

529 Trade St. (727-4844)

--Elegant Southern dining, located downtown. Great atmosphere! A WS classic.

### Ted's Famous Chicken

Yadkinville Rd., Pfafftown (945-0299)

--A real dive, but great, very cheap food and inexpensive bottled beers. Entrees are almost exclusively BBQ chicken. All major credit cards accepted, but no checks.

### Village Tavern

221 Reynolda Village (748-0221)

--Good food, moderate prices, full bar. Close to campus. The patio is a great place to sit in the spring, summer and fall.

### Vineyards

Reynolda Village (748-0269)

Good food, great atmosphere, somewhat expensive.

### West End Cafe

878 W. 4th Street (723-4774)

--Another hip Winston-Salem spot. Good sandwiches, salads and prices.

### Zevely House

901 W. 4th Street (725-6666)

--Expensive dining. Very good nouveau-Southern cuisine. Located in a beautifully restored home.

\*\*If you are craving more exotic foods, try Greensboro for excellent Thai, Vietnamese, Indian, Middle Eastern and Jamaican restaurants.

## Shopping Centers

College Plaza on University Parkway.

--Eckerd Drugs, laundromat, pawn shop, discount store, Subway, two restaurants

Hanes Mall on Silas Creek Parkway

North Chase Shopping Center on University Parkway

--Kroger, Subway, Chinese restaurant, cleaners

Reynolda Manor Shopping Center on Reynolda Road

--Lowe's Food, Papa John's pizza, bakery, restaurant, various specialty shops. Fast food chains in the area.

Reynolda Village

--The shops of Reynolda Village are housed in what used to be the servant quarters of the R. J. Reynold's estate. There are various specialty shops, including a flower shop, a gourmet wine, cheese and kitchen shop, a bookstore and a natural foods store. The Village houses Mayberry Soda Shop, which serves ice creams, sodas, shakes, malts, floats and sandwiches, The Village Tavern, which serves lunch and dinner daily, as well as brunch on Sundays, and The Vineyards, which also serves lunch and dinner. The Tavern's menu offers a variety of reasonably priced meals (generally salads, sandwiches and burgers) as well as a large selection of beers, wines and a full bar. There is a nice outdoor dining area-- weather permitting. The Village Shopping Center is very conveniently located, as it is linked to the campus by a lovely trail (used by many for jogging, walking and cycling), located on the west side of campus.

Sherwood Plaza on Robin Hood Road

--Lowe's Food, Eckerd Drugs, T. J. Maxx, various restaurants and shops.

Silas Creek Crossing on Hanes Mall Blvd.

-- A.C. Moore, World Bazaar, Marshall's, etc.

Thruway Shopping Center on Stratford Road

--Borders Books and Music, Harris Teeter, Eckerd Drugs, The Fresh Market, Border's Book Store, Cafe Carrera, Fox & Hound Pub & Grille, various specialty shops and restaurants.

University Shopping Center on Northpoint Road

--Food Lion, Office Depot, discount movie theater, Blockbuster's, various fast foods.

#### Coffeehouses

Morning Dew	1140 Burke St.	723-5282
Perk Me Up	100 Hanes Mall Blvd.	760-4982
Starbuck's Coffee	3331 Robinhood Rd.	768-1221
Borders	252 S. Stratford Rd.	727-8834
Roche Coffee	1316 Hawthorne Rd.	
Chelsee's Coffee Bar	533 N Trade St.	703-1503
Krankies' Coffee Bar	211 E 3 <sup>rd</sup> St.	722-3016

#### Watering Holes

\*See also the [www.wakestudent.com](http://www.wakestudent.com) list of watering holes at <http://www.wakestudent.com/leisure/>

Sixth and Vine Wine Bar	209 W 6 <sup>th</sup> St.	725-5577
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\*\*delicious tapas, wine, and indoor/outdoor atmosphere.

Bistro 900	900 S. Marshall St.	721-1336
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\*\* excellent, but expensive food. Jazz on the weekends.

The Black Bear	1131 Burke Street	724-5724
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Big Shotz Tavern	109 South Stratford Rd.	727-4490
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Bourbon Street	916 Burke Street	724-4644
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\*\* Winston-Salem's only gay bar



## **Important Phone Numbers**

\* the campus prefix, unless otherwise noted, is 758

Computer Center (data services)	5261
Controller's Office	5234
Counseling Center	5273
English Department	5383
Graduate School	5301
Information Desk	5255/5256
Library	4931/5476/5480
Parking Management	6123
Security (information)	5591/5592
Security (emergency)	5911
Sports Information	5640
Student Health Service	5218
University Counseling Center	5273
Dr. Claudia Kairoff (English Department Chair)	5375
Dr. Scott Klein (Graduate Student Advisor)	5399