

James Cook University Preliminary Course Instructions

The Course Selection Process

In order to proceed with your application at James Cook University, you will need to select courses for your semester. Your course selections should be made in consultation with your academic advisor, so if you have not previously done so, please meet with your academic advisor to ensure that the courses that you plan to take overseas will transfer back to your degree program.

In addition to your proposed course selections, we recommend that you choose a series of alternate courses. Your first choice may not be available due to scheduling changes, time conflicts, prerequisites or cancellations. Flexibility is very important for the process.

If your enrollment is conditional upon entry into a specific course or courses, it is very important that you indicate these requirements at the bottom of the course selection form. While every effort will be made to accommodate your selections, **Arcadia University Center for Education Abroad cannot guarantee placement in any specific course.**

Once you and your academic advisor have determined a list of preliminary courses, complete the Preliminary Course Form below. Once you have completed the course form, please return it to Arcadia University.

Course Registration:

You are required to maintain a full-time course load throughout your period of study in Australia. A full-time course load is defined by Arcadia University as 14-16 US semester hours of credit; this is the equivalent of 12 units at James Cook University. Please note that you should also be aware of any credit requirements at your home institution. Refer to the credit translation scale below when selecting your courses:

Australian University Credit Point Units	US University Semester Hours of Credit
2	2.5
3	4
4	5
5	6.5
6	8

Official course registration will take place prior to your departure, based on the selections for which you have been approved. You will be able to make changes to your course selections before your departure date and upon arrival at James Cook University. Once you have arrived, you will need to be aware of the add/drop policy at James Cook University before making further alterations to your schedule. You should also inform your home institution and Arcadia University of any alterations you make to your schedule after your arrival in Australia.

Navigating the Overseas Course Website:

When selecting your courses from the overseas university's website, you should be aware of some differences in terminology. In Australia, the largest academic unit, which is typically called a school or college at a US university, is the faculty. Academic members of staff are not referred to collectively as faculty as they are in the US. Additionally, the word course normally refers to a degree program or major sequence. In most cases, Australian universities refer to an individual course as either a subject or a unit of study. Finally, please be mindful of the reversed academic year when searching for your courses. Courses listed for Semester I will run from February to June. Courses listed for Semester II will run from July to November.

From the website <http://www.jcu.edu.au/courses/handbooks/2008>, scroll down to Subjects and click on the link titled 'Subject Descriptions'. For detailed information on a specific unit, click on the course name or number.

Other Important Points:

- Additional course fees may be associated with some of your overseas course work. Courses that include laboratory work, field excursions or theatre trips will often require a supplementary fee. Additionally, many fine art or production courses will include a supplemental fee for the materials used in the class. Please refer to the online course description to determine whether the courses you have selected have additional fees associated with them.
- In some cases, the overseas university will request that you submit syllabi and courses descriptions from your previous work. Please have this information available should we need to contact you for this material.
- If you intend to enroll in studio art, graphic, art media production, drama, dancing or music courses, you will need to submit a portfolio or audition tape. Arcadia University will accept slides or a CD of your work. It is recommended that you submit between 8-12 examples of your work. Because your work is sent to the overseas university, we are unable to return the art portfolio to you.
- Arcadia University does not issue pass/fail grades for work completed overseas. If you intend to enroll in a unit that is assessed pass/fail, please contact Arcadia University to discuss the procedures associated with the grade translation.