

University of Melbourne Preliminary Course Instructions

The Course Selection Process:

In order to proceed with your application at the University of Melbourne, you will need to propose a preliminary course schedule 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.

Once you and your academic advisor have determined a list of preliminary courses, complete the Arcadia University Preliminary Course Selection form and return it to the Arcadia University Center for Education Abroad.

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

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 44-50 units at Melbourne. Please note that you cannot exceed 50 units per semester at the University of Melbourne. 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
6.25	2
12.5	4
18.75	6
25	8

Official course registration will take place in Australia. You will be able to make changes to your course schedule up until the point of registration in Australia. In most cases, the overseas university will provide you with a list of approved courses prior to your departure.

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.

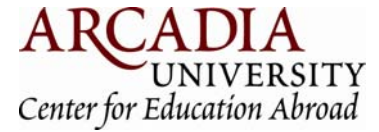
From the website, www.studentadmin.unimelb.edu.au/handbook.html, click on the handbook link and on the next page, select an appropriate link under the heading "Browse all courses and subjects by study area". To display a list of courses within the study area, click on "Undergraduate subjects (your first degree)" towards the top of the page.

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 course descriptions from your previous work. Please have this information available should we need to contact you for this material.
- If you intend on enrolling 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.

University of Melbourne

Course Selection Form



IMPORTANT: This form must be completed and returned before we can submit your application for consideration. You can mail the form to: Arcadia University Center for Education Abroad, 450 S. Easton Rd., Glenside, PA, 19038-3295. You can also return the form via fax to 215-572-2174.

Name _____ Date of Birth _____
 Home college _____ Major/minor _____

Signature _____ Date _____

I would like to enroll for (check one):

- Semester I
 Semester II
 Australian Academic Year
 US Academic Year

List the courses you would like to take and give alternate choices in case of scheduling conflicts, cancellations, or limitations.

Course Code	Course Title	Term
Alternate		
Alternate		
Alternate		

Please check one of the following:

- My permission to attend University of Melbourne is not based on a requirement to take any specific course(s).
 I can only attend University of Melbourne if I can be enrolled in the following course(s):

Course:	Alternate:
Course:	Alternate: