Queen Mary
Course Registration Instructions and Form

How to Select Your Modules from the Online Listings:
Queen Mary courses, or modules, available to study abroad students, are described on the university website: http://www.qmul.ac.uk/courses/coursedirectory/index.php. This course link will take you to Queen Mary’s Course Directory. This page lists departments by faculty. By clicking on the department you will be taken to a list of courses (modules). Please pick your courses from this list.

In the online module directory, the modules are listed as being offered in semesters 1, 2, 3, 4, 5, and 6. By clicking on the course code you will be linked to a site with the course description as well as information on the credit value, timetable, and pre-requisites.

- Introductory modules (Level 4 modules) are listed as being offered during Semester 1 (Fall) and/or Semester 2 (Spring). These modules are equivalent to American freshman/sophomore level classes.
- Intermediate modules (Level 5 modules) are listed as being offered during Semester 3 (Fall) and/or Semester 4 (Spring). These modules are equivalent to American junior level classes.
- Advanced/Honours modules (Level 6 modules) are listed as being offered during Semester 5 (Fall) and/or Semester 6 (Spring). These modules are equivalent to American senior level classes.

At Queen Mary, you are free to take modules from any of the three levels. However, bear in mind that Queen Mary students will have taken four or five semesters of intensive study to take classes offered during Semesters 5 and 6. It is recommended that students take Semester 5 and 6 classes only if you have already taken modules in that subject area.

Teaching Calendar:
The Queen Mary academic year is divided into two 12-week terms followed by a 6-week term during which examinations take place. For Arcadia University students, this means that they may enroll for the autumn term, or the spring and summer terms combined (which are referred to by Arcadia as the spring ‘semester’), or the full academic year.

Important Notes:
-Because of the high demand for English modules, Queen Mary can not offer a full load of English modules to any student. Therefore, you should not apply for more English modules than what you require for credit at your home institution. If your GPA is below a 3.0, you will not be permitted to take any English modules.

-The Chemistry department is no longer accepting applications for incoming students. However, modules in Chemistry are available under the heading of Biological and Chemical Sciences.

-Be sure to make note of any prerequisite modules/background listed in a course description. Some modules require none; some require 1-2 years of background.

-The course selection form is used as part of your application and the pre-approval process. You will formally register for modules upon arrival to the university. However, you will likely be pre-registered in at least some of your modules, so ensure that the modules you list on your course selection form are modules you are willing to take while at Queen Mary, and are modules for which your home school will grant you credit.

-If you change your area of study after you are accepted, your application may have to be re-evaluated by the university and new course selections must be sent to the prospective accepting department(s).
Credits:
Most one semester modules at Queen Mary have a credit value of 15.0. This equates to 4 Arcadia University credits. Most full-year modules are 30.0 credits or 8 Arcadia University credits. Students will typically earn 16 Arcadia credits for the fall or spring semester and 32 Arcadia credits for the academic year. You should expect to take four modules per semester, or eight modules during the academic year (fewer if all-year modules are selected).

We suggest that you secure approval for at least 6-10 modules per semester. Make sure to list alternate modules. List your choices and alternates in order of interest. You are not restricted to studying in only a few departments; you can select modules from as many departments as you like. However, your first choices may not be available due to schedule changes, time conflicts or cancellations. Alternate module approval and flexibility are extremely important. If you mandate certain modules that might be unavailable or inappropriate, you may limit your chances of admission, even though you meet the program’s overall academic requirements.

On your course selection form you will also need to indicate the module reference numbers for the modules that you choose. It is your responsibility to make sure that you are registered for a full academic load according to your home school and that the modules you take abroad will transfer for credit to your home school. While every effort will be made to accommodate your module selections, Arcadia University does not guarantee placement in any course. Though Queen Mary does pre-register students for classes and you will likely have a class schedule before your arrival on campus, you will formally register for modules upon arrival at Queen Mary. It’s possible that some of the modules that you are pre-registered for might not be available to you. The first two weeks of class will serve as a drop/add period when you can make changes to your schedule; however, neither Arcadia nor Queen Mary can guarantee that a specific module will become available during this time.

Class Load:
Study Abroad students should enroll for modules according to the following guidelines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Total Credits</th>
<th>Arcadia Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn semester</td>
<td>4 x 15.0</td>
<td>60</td>
<td>16</td>
</tr>
<tr>
<td>Spring semester</td>
<td>4 x 15.0</td>
<td>60</td>
<td>16</td>
</tr>
<tr>
<td>Full year</td>
<td>Combination of courses = 120</td>
<td>= 32 Arcadia credits</td>
<td></td>
</tr>
</tbody>
</table>

Class Enrollment Procedure:
Queen Mary operates a pre-registration system so in most cases, you will have registered for your modules in advance. If you need to add classes or make changes, a registration session is included in the QM orientation with the agreement of academic departments and the Study Abroad Office at QM. Once completed, enrolment forms are returned to the Study Abroad Office at QM.

Assessment Method:
The assessment method(s) for a class may be indicated in the study abroad catalogue, or on the course syllabus. These methods may vary between essay, examination, project work, or a combination of some or all of these. Examinations may be set at the end of the course or at the end of the year. Students are responsible for finding out how each of their modules is assessed, and for completing any and all assigned assessments by the deadlines set by King’s. Students must take examinations attached to their classes whenever the exam is scheduled during their period of study. Autumn students who leave before their examinations are held may be assessed by coursework or by any other additional requirements set by Queen Mary.

Directions for Submitting Math and Science Course Descriptions:
Students wishing to study Math, Science, and/or Engineering must submit copies of your home institution’s course descriptions for all relevant background and course work. A short paragraph printed off of your department’s website will suffice for the course description.

Questions? For assistance with any part of the application process, call your program coordinator at 1-866-927-2234.

Following is a course registration form which you should complete, review with your academic or study abroad advisor, and submit to Arcadia.
Queen Mary-University of London
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 __________________________
E-mail __________________________________________ Major/minor __________________________
Home college __________________________________
Signature ______________________________ Date __________________________

I would like to enroll for (check one):
☐ Fall Semester ☐ Spring Semester ☐ Academic Year

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

<table>
<thead>
<tr>
<th>Note if required for participation</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

450 S. Easton Rd., Glenside, PA 19038-3295