University of Otago
Preliminary Course Instructions

The Course Selection Process
In order to proceed with your application to the University of Otago, you will need to propose a preliminary course selection for your semester. Your courses should be chosen 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 Form. Once you have completed the course form, please return it to the Arcadia University Center for Education Abroad.

To obtain the most up-to-date listing of courses, we advise that you refer to the overseas universities website. Please refer to the section “Navigating the Overseas Course Website” listed below for more information.

In addition to your proposed course selections, 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 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 New Zealand. A full-time course load is defined by Arcadia University as 14-16 US semester hours of credit, this is equivalent to four courses at the University of Otago. You should also be aware of any credit requirements at your home institution.

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<tr>
<th>University of Otago Credit Point Units</th>
<th>US University Semester Hours of Credit</th>
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<tbody>
<tr>
<td>9</td>
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<td>7.5</td>
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Universities in New Zealand require a certified or notarized copy of either your passport in order to officially register you as a student. Please submit a copy of this document along with your course selection form. Official course registration will take place in New Zealand. You will be able to make changes to your course selections up until the point of registration in New Zealand. Once you have registered, you will need to be aware of the add/drop policy at the University of Otago before making further alterations to your schedule. You should also inform your home institution of any alternations you make to your schedule once you’ve arrived.

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 to enroll in studio art, graphic, art media production, drama, dance 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. Please be aware that all fine arts courses in New Zealand are year-long courses commencing in February.

• Arcadia University employs a grade and credit translation scale when issuing your official transcript. Please make yourself aware of the translation scale on our website.

• 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.

Navigating the Overseas Course Website:
When selecting your courses from the overseas website, you should be aware of some differences in terminology. In New Zealand, most subject departments are referred to as faculties. Whereas in the US, we would refer to the Economics Department, in New Zealand it would be referred to as the Faculty of Economics. Additionally, individual courses are referred to as papers. Finally, please be mindful of the semester in which you intend to take courses. Courses listed as being on offer Semester I will run from February to June and Semester II will run from July to November.

http://www.otago.ac.nz/subjects/index.html
This link will take you to an alphabetical directory of subjects on offer at the University of Otago. Click on the subject(s) of your interest and scroll down to "Papers" (which is the term used for course in New Zealand). Click on the link for a full list of courses. You'll find relevant details for each course, including course description (which is referred to as a prescription in New Zealand), point value and semester the course is on offer.