Course Registration Instructions and Form

How to Select Your Courses from the Online Listings
Goldsmiths’ list of available courses is located on the Goldsmiths website: http://www.goldsmiths.ac.uk/study-options/study-in-london/. The course link will take you to the “Study in London Programme” course listing page. This page provides an alphabetical listing of subject areas. Choosing a subject area will take you to a list of available courses. Under each course title will be information denoting in which semester the course will be offered and how many Goldsmiths credits you will receive for taking the course. Many courses are offered for one semester only, but some are full year and others are offered for either semester. You will see courses listed in the following ways:

• (EN52008A / 4 credits / Autumn & Spring) - available either semester
• (PO53009B / 4 credits / Spring) – available spring semester only
• (DR51001A / 4 credits, Autumn / 4+4 credits, Autumn & Spring) - full year course, but fall semester students may take the course as well. This course is not available to spring semester students.
• (AN52004A / 10 credits / full year only) - available for full year only

It is your responsibility to make sure that you are registered for a full academic load according to your home school and that the courses you take abroad will transfer for credit to your home school. While every effort will be made to accommodate your course selections, Arcadia University does not guarantee placement in any course. Though you will formalize your schedule upon arrival at Goldsmiths, Goldsmiths does pre-register students for classes and changing classes upon campus arrival is very difficult. However, please be aware that timetable clashes between departments can occur despite pre-registration and it’s possible that some of the courses that you are pre-registered for might not be available to you.

If you are at Goldsmiths for the spring semester or academic year, you will continue two of your spring classes into the summer term, which is the period between the end of the spring break and the middle of June. You must indicate on your course selection form which two classes you would like to continue; you can choose any two courses to run through the summer term by doing an independent project. Additionally, some departments offer courses in the summer term, indicated after the course title (2 credits, summer). You may choose to forego extending your spring classes for one or two of these summer classes.

Important Notes:
- Goldsmith’s pre-registers you in the classes you select with your original application. Make sure you carefully consider the courses you choose on your Course Selection Form. Ensure that all courses you choose are courses you are willing to take while at Goldsmith's and are courses for which you can receive credit at your home university. It can be extremely difficult to change courses after your application, and in many cases, you will find limited course availability after the application deadline.

- Studio Arts students: you will register for two courses – FA51010A: Studio Practice, and FA51011A: Critical Studies. Both courses are required for all students who are in the Studio Arts program. The Studio Practice class will comprise at least half of your credits. It is possible to take one additional course from another department in addition to these art courses if it is necessary for you to do so.

- Communication studies courses can be extremely difficult to get into due to high demand from both British and American students. This department often closes early during the application process. If you are interested in these courses, please also refer to the Professional and Continuing Education (PACE) courses on the web site.

- Please note that although Grade 1 language proficiency courses state “no prior knowledge required”, these courses are taught in the target language. In fact, students do need to have had some language background to be considered for a particular course. Admission to a language course is treated on a case-by-case basis and you will be placed upon arrival.

- Professional and Continuing Education (PACE) offers courses in sociology/anthropology, political studies, poetry, creative writing, fiction writing, literature, and journalism. These courses (beginning with the course code CU) are taught in the early evenings or on Saturday mornings and students receive the same credit as they would for a day class. You can only register for up to two PACE courses per semester.
CREDIT INFORMATION

Teaching Calendar
The Goldsmiths academic year is divided into two 11-week terms followed by an 8-week term during which examinations often 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.

Credit System
Goldsmiths has no credit system for internal students. Instead, it operates on a course unit structure. Internal students must take a total of 4 units per academic year. Units are offered in 0.5 and 1.0 value where 1.0 unit is equivalent to 8 Goldsmiths credits. Courses may be offered for 4 Goldsmiths credits (semester only) or 10 Goldsmiths credits (full year) to study abroad students. Students who are enrolled for the spring semester must continue two of the same courses in the summer for an extra two credits per course. Studio Art and Design Courses fall outside this system and are credited differently.

You should follow these guidelines for building course loads:

**Autumn term:** 4 courses at 3.5 credits (4 GS credits) each= 14 American semester hours of credit

**Spring semester:** 4 courses at 3.5 credits each (4 GS credits) + 2 continuing at 2 credits each= 18 American semester hours of credits

**Full year:** 8 courses at 3.5 credits each (4 GS credits) + 2 continuing at 2 credits each= 32 American semester hours

We suggest that you secure approval for at least 8-10 courses per semester. Make sure to list at least one alternate course for every first choice course you select. List your choices and alternates in order of interest. Your first choices may not be available due to schedule changes, time conflicts or cancellations. Alternate course approval and flexibility is extremely important. If you mandate certain courses that might be unavailable or inappropriate, you may limit your chances of admission, even though you meet the program’s overall academic requirements.

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

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. If held, examinations will be likely to be set at the end of the year. Students are responsible for finding out how each of their courses is assessed, and for completing any and all assigned assessments by the deadlines set by Goldsmiths. 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 Goldsmiths.

Goldsmiths Portfolio Guidelines
If you are applying to study on any of the practice-based courses in Fine Art or Textiles, you must include a portfolio. This portfolio can consist of slides, photographs, or digital images on CD-ROM, and should include at least 10 non-returnable examples of recent original work. These portfolios are non-returnable, and should be clearly labeled with your name and an indication of the scale and media. We also recommend you include notes to clarify the content of your work as well as any other information you think might be relevant to your application. Please ensure that you pack your slides or photographs securely as Goldsmiths cannot accept responsibility for any loss or damage.

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 University Center for Education Abroad.
**Goldsmiths – 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 Term  
- [ ] Spring Semester  
- [x] Academic Year

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

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