Lancaster University
Course Registration Instructions and Form

**How to select your courses from the online listings**
Lancaster University courses available to study abroad students are located on the Lancaster website: [http://www.lancs.ac.uk/users/international/overseas/handbook/index.htm](http://www.lancs.ac.uk/users/international/overseas/handbook/index.htm). The URL will take you to the "Study Abroad Handbook" page, which has a list of all the departments at Lancaster. Clicking on individual subjects will take you to a course list where you can view courses by number and title. The course number tells you whether it is a 100, 200, or 300-level class, and you can view a brief description of the course, course credits, the terms offered, and any prerequisites.

Please see [http://www.lancs.ac.uk/depts/conted/iss/course.htm](http://www.lancs.ac.uk/depts/conted/iss/course.htm) to choose from one of three optional pre-session courses taught during August and September.

**You should pay particular attention to:**

- **Duration** – Under terms taught, you will see M, L or S or some combination of these three letters. L and S must be taken together as they compose both halves of the mandatory spring two-term.
  - M - Michelmas - fall term
  - L - Lent - First half of spring term
  - S - Summer - second half of spring term
- **Year of Study** – This is the year (of a three-year degree) in which a Lancaster degree student would take the course. Because British students come into university ahead of most American students, Year 1 is considered equivalent to a Sophomore level course, Year 2 a Junior level, and Year 3 a Junior/Senior level.
- **Credits** – Most students take three to five courses depending on the department and level of the course. Under each course description, Lancaster shows credits in American semester hours under the heading “Credits”. To determine your required full academic course load, keep the following in mind:

  - **Academic Year** = 32 semester hour credits
  - **Pre-session (optional)** = 4 semester hour credits
  - **Fall term** = 12 semester hour credits
  - **Spring two-terms** = 20 semester hour credits

Please note that students enrolled for the fall term will take specially arranged examinations or turn in final assessments before December departures. Students will not be expected to stay for January or May exams. Academic year and spring/summer students will take examinations or final assessments with the host country peers during the end-of-year revision/examination period.

**Making sure your credits will transfer back**
Meet with your advisor to discuss course selections. It is your responsibility to make sure that you are registered for a full academic load 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. Keep in mind that your course selection form is used as part of your application and for the pre-approval process by the host university. Actual course registration does not take place until arrival at Lancaster University.

We suggest that you secure approval for at least 8-10 courses per semester. Make sure to list alternate courses. List your choices and alternates in order of interest. Your first choices may not be available due to schedule changes, time conflicts or cancellations. Flexibility is very 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.

**Attached is a course registration form which you should complete, review with your academic or study abroad advisor, and submit to Arcadia. KEEP A COPY OF THE FORM FOR YOUR RECORDS. We suggest that you fax it to (215) 572-2174 or e-mail it to chupikt@arcadia.edu to help expedite the process. If you have any questions contact your program coordinator, Traci Chupik, by e-mail or by calling 1-866-927-2234.**
Lancaster University
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:
☐ Fall Term  ☐ Spring Two-Terms  ☐ Academic Year  ☐ Pre-session (in August)

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

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<th>Note if required for participation</th>
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<th>Course Title</th>
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