London School of Economics and Political Science
Course Registration Instructions and Form

How to Select Your Courses from the Online Listings:
LSE’s courses, available to study abroad students, are described on the university website:
http://www.lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm
This course link will take you to LSE’s Course Directory. This page lists classes by department and you should pick your classes from this list. By clicking on the course name, you will be linked to the course description and well as information on assessments and reading lists. A few courses are not available to General Course students and some will require the permission of the course tutor. Final selection of courses is therefore confirmed only after students arrive at LSE and consult their personal tutors.

Most courses are full year courses and run through the MT (fall term) and LT (spring term), with exams in the ST (summer term). Classes that run through the MT (fall term) only will have exams in the ST (summer term); classes that run through the LT (spring term) only will also have exams in the ST (summer term). Courses that only run in the MT (October - December) OR the LT (January - March) and are examined in the ST are known as ‘half-units’ (‘H’). Enrollment in two half units is equivalent to enrollment in one full year course.

Teaching Calendar:
The LSE academic year is divided into two 12-week terms followed by a 6-week term during when examinations take place.

Credits:
Most single term (‘half unit’) courses at LSE carry a credit value of 4 semester hours. Most full-year courses carry 8 semester hours of credits. Students will typically earn 32 credits for the academic year.

The majority of LSE courses are full-year courses, so students will usually take four 8-credit courses during the year.

Note – LSE strongly recommends against taking a full load of 300-level courses, which are very intensive. Often, LSE will not schedule a student for more than two 300-level courses per year. If you choose to take 300-level courses, it is recommended that you should take one or two at most in your topic of concentration or your academic specialty, and then round out your schedule with courses at the 100- or 200-level.

On your course selection form you will need to indicate the course reference numbers for the courses that you choose. It is your responsibility to make sure that you are registered for a full academic load according to your home school (32 semester hours) and that the courses you take abroad will transfer for credit to your home school.

We suggest that you secure home school approval for at least 6 courses per semester. List your choices and alternates in order of interest. Make sure to list alternate courses because your first choices may not be available due to schedule changes, time conflicts or cancellations. Alternate course approval and flexibility are 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.

While every effort will be made to accommodate your course selections, Arcadia University does not guarantee placement in any course. Though LSE does pre-register students for classes and you will have a class schedule before your arrival on campus, you will formally register for courses upon arrival at LSE. The first two weeks of class will serve as a drop/add period when you can make changes to your schedule on a space available basis.
**Class Load:**
You should enroll for courses according to the following guidelines:

- Full year: 32 semester hours of credit

**Directions for Submitting Course Descriptions:**
Students wishing to study quantitative subjects like econometrics, statistics, and accounting must submit copies of their 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.

**Class Enrollment Procedure:**
LSE’s pre-registration system enables students to identify their course choices in advance. Once accepted, there will be an online registration process which will take place in the late summer before your departure. Arcadia will provide full information about this process at that time. If you need to add classes or make last minute changes, a registration session is included in the LSE orientation when you can make changes, always subject to availability, with the agreement of the academic departments and the Study Abroad Office at LSE. Once completed, enrolment forms are returned to the Study Abroad Office at LSE.

**Assessment Method:**
The assessment method(s) for each class is indicated in the LSE Course Catalogue and may also appear on the course syllabus. These methods include essay, examination, project work, or a combination of some or all of these. Most classes at LSE are examined in the summer term. Students are responsible for finding out how each of their courses is assessed and how they register for exams. Students must register for and take examinations attached to all of their examined classes.

For each class, the LSE will provide Arcadia with a class grade of essay/project/assessed work AND a final examination grade. Arcadia will average these two grades and will record the resulting grade on the official transcript. If the final examination grade for a class is below a C-, however, only that final examination grade will appear on the Arcadia transcript. This means that students must pass their final with a C- or better. British students’ degree awards are based solely on their final examination grades.

**Important Notes:**
LSE requires students to have a 3.3 GPA if applying for social sciences such as Sociology, Political Science, and History and a 3.5 GPA if applying for quantitative subjects such as Accounting, Economics and Statistics. GPAs in individual courses will be calculated if students wish to take both social science and quantitative courses.

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 home school academic or study abroad advisor, and submit to Arcadia.
London School of Economics - 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 ____________________________

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

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