University of Manchester  
Course Registration Instructions and Form

How to select your courses from the online listings:  
University of Manchester courses available to study abroad students are located on the Manchester website:  
http://www.manchester.ac.uk/international/studyabroad/jya/course/.  This link will take you to a page titled "Choosing Your Course Units."  Click on “subject list” for a list of all of the departments at Manchester.  By choosing the subject in which you would like to take a course, you will be given a list of possible classes. Information will include: credits available, semester offered, and a brief course description.  Please note that courses stating "Year-long spanning S1 & 2" can only be taken for the academic year.

Each faculty lists courses in a different format. However, you should pay particular attention to:

- Duration – Information as to when a particular course is offered is included in the course description:
  - Fall Semester = Semester 1 = September through late January
  - Fall Term = Semester 1 = September through December
  - Spring Semester = Semester 2 = January through June
  - Academic Year = Semesters 1 and 2 = September through June

- Fall Term versus Fall Semester – Arcadia distinguishes between the fall “term” and the fall “semester” at the University of Manchester.  Students who intend to study for the fall “term” are restricted to study in the following subject areas: Archaeology, Art History and Visual Studies, Classics and Ancient History, Drama, English and American Studies, History, Music, Religions and Theology, and Life Sciences.

- Year of Study – This is the year (of a three-year degree) in which a Manchester degree student would take the course. It is indicated in the first digit of each 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.  You can determine the level of the course by looking at the first number in the course code. If the course code begins with a one, it is a first year course, while a course beginning with two is a second year course. Third year courses may also be available and you should contact your program coordinator for information on these.

- Credits – Most students take three to five courses depending on the department and level of the course. Under each course description, Manchester credits are listed. To determine your required full academic course load, keep the following in mind:
  - Academic Year = 120 Manchester credits = 30-32 semester hour credits
  - Fall Semester = 60 Manchester credits = 15-16 semester hour credits
  - Fall Term = 60 Manchester credits = 12 semester hour credits (certain subject areas only)
  - Spring Semester = 60 Manchester credits = 15-16 semester hour credits

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 University of Manchester.

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.
**University of Manchester**

**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
- ☐ Fall Term
- ☐ Academic Year
- ☐ Spring semester

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>
<th>Term</th>
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