Royal Holloway- University of London  
Course Registration Instructions and Form  

Important Notes:  
- Royal Holloway does pre-register you in the classes you select. Make sure you carefully consider the courses you choose on your Course Selection Form. Ensure that all courses you choose on your Course Selection Form are courses you are willing to take while at Royal Holloway 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. 

- You can only study in one or two different departments while at Royal Holloway. You will be expected to have completed some coursework in subjects related to the departments in which you want to study. 

- 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. 

- The Psychology department will only offer 3000-level classes to students with a very extensive academic background, and will rarely offer more than one 3000-level class per semester to any student. 

- SPECIAL COURSE FEES: Each Music Performance course will be assessed an extra charge for facilities and instruction. Please see our fee information at http://www.arcadia.edu/abroad/fees for the current cost. 

How to Select Your Courses from the Online Listings:  
Royal Holloway courses available to study abroad students are described on the university website:  
http://www.rhul.ac.uk/International/Prospective/Incoming/study-options.html  

This page lists the departments in which you may study. While departments vary slightly in how courses are listed, they generally link to a department page which will open a PDF file which lists courses on offer. Please note that you can only study in one or two departments at Royal Holloway and most departments will not admit students who do not already have some academic background in the subject area. 

Choosing Courses:  
Every course has a number, those starting with 1 are 1st level, 2 are 2nd level and 3 are 3rd level. Please be aware that generally 1st level courses are equivalent to first and second year courses in the US, 2nd level courses are equivalent to third year courses, and 3rd level are only for students who have already taken a significant number of courses in that area. In addition to the course number, you will typically find a brief course overview and credit value. Courses that are listed as half-units or .5 units are typically one semester in length and worth 4 Arcadia University credits. Courses worth 1.0 units are full-year courses and are worth 8 Arcadia credits. Students typically earn 16 Arcadia credits for the spring and fall semesters and 32 Arcadia credits for the academic year. 

In some departments, the semester a course is offered is listed and in other cases it does not appear. Moreover, there is no uniform means of listing availability. At times, the fall term is referred to as term 1, autumn, A or 1. The spring term is typically referred to as term 2, semester 2, spring, B, or 2. Full-year courses are typically listed as both terms, both semesters, autumn and spring, A/B or 1 and 2. Full year courses may be available for fall students studying for a single semester at the department's discretion, but it's rarely possible to join a full-year course in the spring. Please contact your program coordinator for further details. 

For those students interested in studying in the Drama department, please note that Royal Holloway's program is somewhat different than other programs. You will not find introductory practice-based courses offered at Royal Holloway (for example; Acting Methods courses). The department offers no Acting program at all. The Drama department instead offers a combination of practical and intellectual courses that are intended to engage you in theatrical analysis, and in
thinking and writing about theatrical topics, in addition to performance practice. There are also a few Drama courses that are intended for non-majors.

**Class Load:**

Study Abroad students should enroll for courses according to the following guidelines:

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<th>Semester</th>
<th>Units</th>
<th>Credits</th>
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<tr>
<td>Autumn</td>
<td>4 x 0.5</td>
<td>4 Arcadia</td>
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<tr>
<td>Spring</td>
<td>4 x 0.5</td>
<td>4 Arcadia</td>
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<tr>
<td>Full Year</td>
<td>4 x 1.0</td>
<td>8 Arcadia</td>
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On your course selection form you will also 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 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 Royal Holloway will preregister you for courses in the departments to which you have been accepted, they cannot guarantee that all courses listed will be offered during all semesters. The courses listed on your course form are meant to give Royal Holloway an idea as to what you would like to study and you should be prepared for class changes and timetabling clashes should they occur. It's possible that some of the courses that you are pre-registered for might not be available to you.

We suggest that you secure approval for at least 6-10 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. 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.

**Instructions for Submitting Second Recommendation:**

Royal Holloway requires two recommendations from professors who have taught you in the primary subject(s) that you wish to study while abroad. Your professors should focus their recommendations on the quality of your work and your overall participation and performance in class.

**Teaching Calendar:**

The Royal Holloway academic year is divided into two 12 week terms followed by a 6-week term during which examinations 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.

**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. Examinations may be set at the end of the course or at the end of the year. Students are responsible for finding out how each of their courses is assessed. 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 Royal Holloway.

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.
Royal Holloway
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   ☐ Spring Semester   ☐ Academic Year

Intended Department of Study
1. ________________________________
Second Intended Department of Study
2. ________________________________

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<th>Course Title</th>
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