University of Stirling
Course Registration Instructions and Form

How to select your courses from the online listings
University of Stirling courses available to study abroad students are located on the Stirling website: http://www.external.stir.ac.uk/study-abroad/students_visiting/courses/course_cat.php. This URL will take you to the Study Abroad Course Catalogue. Courses are listed by subject, and by choosing the department in which you want to study, you can view a pdf with all of the courses available in that topic. You will need Adobe Acrobat to open these documents. All listings include: the course number and title, which semester the course is on offer (autumn or spring), prerequisites, SCQF credits, and the SCQF level.

You should pay particular attention to:
• Duration – Courses are listed as offered in autumn or spring. The academic year at Stirling is comprised of two 15-week semesters. The autumn semester runs from September through December and the spring semester, February through May.
• Year of Study – Course levels are listed as “SCQF Levels.” Levels 7 and 8 are equivalent to first and second year courses. Levels 9 and above are upper level courses. Courses which are listed as “Advanced Semester Units” are available only to students who are majoring in that subject area or have taken three or more courses in the subject area and received grades of ‘B’ or better in each.
• Credits – Subjects and credit load varies between departments, but the maximum course load per semester is three courses and six per academic year. Most courses are worth five semester hours of Arcadia credit (listed as 22 SCQF credits). Some half-unit courses (listed as 11 SCQF credits) are available and are the equivalent of 2.5 semester hours of Arcadia credit. There are a few two unit courses (listed as 44 SCQF credits), and they are worth 10 semester hours of Arcadia credit. To determine your required full academic course load, keep the following in mind:

Academic Year = 132 SCQF units = 30 semester hour credits
Fall or Spring semester = 66 SCQF units = 15 semester hour credits

Regardless of whether you study at the University of Stirling for the academic year, fall semester, or spring semester, you will take examinations or final assessments with the host country peers during the end-of-semester 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 University of Stirling.

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 Stirling
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

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

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