University of Sussex
Course Registration Instructions and Form

How to select your courses from the online listings:
University of Sussex courses available to study abroad students are located on the Sussex website: http://www.sussex.ac.uk/Units/publications/sabroad2007/courses_at_sussex. By choosing the department in which you would like to take a course, you will be given a list of offerings sorted by 1st, 2nd and 3rd year courses. Each course description will state the number of credits, the term the course is available, and the main objectives/content of the course. Information on assessment and method of instruction is also included.

Please see http://www.sussex.ac.uk/Units/publications/sabroad2007/sussex_in_september to choose from one of nine optional pre-session courses taught during the month of September.

You should pay particular attention to:
- Duration – For each course, it is important to pay close attention to whether the course is available for autumn, spring, spring and summer, or the full academic year. Sussex teaches in three ten-week terms per year. You may enroll for courses taught during any of these terms. Please note that your study period at Sussex will be limited to the autumn term, the spring and summer terms combined (which are referred to by Arcadia as the spring ‘two terms’), or the full academic year.
- Year of Study – This is the year (of a three-year degree) in which a Sussex 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 two to five courses depending on the department and level of the course. Under each course description, Sussex credits are listed. To determine your required full academic course load, keep the following in mind:

  Academic Year = 120 Sussex credits (permissible range 110-130) = 30 semester hour credits
  Pre-session (optional) = 12 Sussex credits = 3 semester hour credits
  Fall term = 48 Sussex credits (permissible range 44-52) = 12 semester hour credits
  Spring two-terms = 72 Sussex credits (permissible range 66-78) = 18 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 nor 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 University of Sussex.

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 your completed 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 Sussex
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 September)

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>
<th>Course Code</th>
<th>Course Title</th>
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