University College of London (UCL)-University of London
Course Registration Instructions and Form

How to Select Your Courses from the Online Listings:
UCL courses available to study abroad students are described on the university website:
http://www.ucl.ac.uk/prospective-students/study-abroad-guide/subjects/departments-0809/. When you click on a
department link, you will go to a page that has a brief description of the department and a listing of courses by level. Each
listing includes information on when the course is offered, the means of assessment, and the number of credits along with a
brief course description.

Subjects which are listed as Band 2 will have a special course fee assessed. Please see below for more details
regarding special course fees.

Teaching Calendar:
The UCL 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.

Admitting Departments:
UCL prefers that you submit your application to one department only and list one alternate department for admission.
Only students that are genuine joint majors and/or require two specific classes in two different subject areas should submit
their application to two different departments. Most departments at UCL require that you have some academic
background in the department that you wish to study; exceptions to this rule include the European Cultural Studies,
Philosophy, Anthropology, and Archaeology departments (these departments will consider students with various
backgrounds).

Each student is accepted into one department (or occasionally, two departments) as their admitting department. This is
considered your main area of study for administrative purposes. If admitted to one department only, you are required to
take 50% (2) of your classes in this department. If admitted to two departments, you must take 50% of your classes in your
first admitting department and at least one class in your second admitting department. Your third and/or fourth classes
may be chosen from another department (or two) upon campus arrival with the understanding that you will be able to sign
up for them on a space available basis.

If you are accepted into the English department only, you must take all of your courses in the English department. If you
apply to English and one other department, you must take two courses in English (no more, no less). If you apply to English
for the fall semester only, you must take two English classes and must list a second department for joint admission.
Suggestions for joint departments include European Cultural Studies, Philosophy, Anthropology, and Archaeology.

Credit System:
UCL has no credit system for internal students. Instead, it operates on a course unit structure. Internal students must take
a total of 4 units per academic year. Units are offered in 0.5 and 1.0 value where 1.0 unit is equivalent to 8 Arcadia credits.
Courses may be offered for 4 credits (half year) or 8 credits (full year) to study abroad students.
**Class Load:**
Study Abroad students should enroll for courses according to the following guidelines:

- **autumn semester:** 4 x 0.5 units (4 Arcadia credits) = 16 Arcadia credits
- **spring semester:** 4 x 0.5 units (4 Arcadia credits) = 16 Arcadia credits
- **full year:** 4 x 1.0 units (8 Arcadia credits) = 32 Arcadia credits

The credits are given in US semester hours, so a four-credit course is the equivalent of four American semester hours of credit. In most cases, you will take four classes a semester for a total of 16 Arcadia credits.

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. You will formally register for courses upon arrival at UCL; UCL does not pre-register students for classes and you will not have a class schedule before your arrival on campus. The courses listed on your course form are meant to give UCL an idea as to what you would like to study.

We suggest that you secure approval from your home school 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.

**Important Notes:**

- University College London does not pre-register any students for any classes. Although they do note and record the courses you list on your course form, you will not be registered for any courses until you enroll upon arrival.

- University College London 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.

- If you apply to the Slade School of Art, you must submit a portfolio of 15 slides of recent art work. If you are applying to the Independent Studio program, you must include 15 non-returnable slides and/or photographs of recent work with your application. Slides should be named, numbered and accompanied by a corresponding slide list detailing the title, date, medium and dimensions of each work. Students may also submit videos (VHS format only) or a CD Rom. Please make sure to package your portfolio carefully. Students studying at the Slade School of Art must take 100% of their courses in the art department, and cannot cross-register in other departments.

- UCL offers four Art in London Collections through its History of Art department. These courses are open to students attending UCL who are registered in departments other than History of Art. You do not need to apply to the department in order to take these courses and may list one or two of these as “third department” courses on your course form.

- The History and English departments require a strong background and at least a 3.5 GPA.

- Language courses can be offered for credit to academic-year students only.
SPECIAL COURSE FEES:
Some British universities divide their academic departments into 2 different fee bands.

**BAND 1**: Arts-related subjects, including Economics, Mathematics, History of Art, and most Social Sciences.

**BAND 2**: Science and Engineering-related subjects as well as Anthropology, Archaeology, Fine Art, Geography, and Psychology.

- Please note that **BAND 2** disciplines are more expensive to equip, maintain, and teach and the personnel, facilities, research, and library costs will exceed those of the Arts and most Social Science subjects which are **BAND 1**.

- **BAND 2 additional fees will be added to your Arcadia account after you have registered for your courses at UCL.** This additional fee is based on the **first or only department** to which you are admitted. For example, if you are admitted to Economics as your first department and Geography as your second department, you will not be assessed the additional fee. However, if you are admitted to Psychology only or Psychology as your first department and History as your second department, UCL will assess the additional fee.

- All students admitted to the Slade School of Art are admitted with the Slade as the first department. Therefore, all students admitted to the Slade will be charged the **BAND 2 tuition**.

Please see our fee information at [http://www.arcadia.edu/abroad/fees](http://www.arcadia.edu/abroad/fees) for the current cost.

ALL OF THE **BAND 2 DEPARTMENTS AT UCL ARE LISTED BELOW**.

**Anatomy and Developmental Biology**
**Biochemistry and Molecular Biology**
**Electronic and Electrical Engineering**
**Biochemistry**
**Environmental Studies**
**Building**
**Genetics**
**Chemical Engineering**
**Geography**
**Chemistry**
**Human Communication Science**
**Civil and Environmental Engineering**
**Immunology and Molecular Pathology**
**Computer Science**
**Mechanical Engineering**
**Earth Sciences**
**Pharmacology**
**Electronic and Electrical Engineering**
**Phonetics and Linguistics**
**Environmental Studies**
**Physics**
**Genetics**
**Physiology**
**Geography**
**Psychology**
**Human Communication Science**
**Statistical Science**
**Immunology and Molecular Pathology**
**Earth Sciences**
**Anthropology**
**Mechanical Engineering**
**Architecture**
**Pharmacology**
**Archaeology**
**Phonetics and Linguistics**
**Art (Slade School)**
**Physics**
**Astronomy**
**Psychology**
**Biochemical Engineering**
**Statistical Science**

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.
University College 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 ___________________________

I would like to enroll for (check one):
☐ Fall Semester    ☐ Spring Semester    ☐ Academic Year

Intended Department of Study (one or two only)       One Alternate Choice for Department of Study
1.____________________________________        2.____________________________________

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