University of York
Course Registration Instructions and Form

How to Select Your Courses from the Online Listings:
York courses available to study abroad students are described on the University’s website: http://www.york.ac.uk/admin/intnat/studyabroad/incoming/courseinformation.htm. This link will take you to the International Office’s website for Incoming Students, which has a list of all the departments available to study abroad students at the University of York. By selecting the “List of Modules” link next to the department in which you would like to take a course, you will get an overview of the department and a listing of some of the courses which are available in that subject area. In most cases, the courses are divided by term and level. In addition, a link to the Visiting Student Course Catalog is also available on this page.

Teaching Calendar:
The University of York operates on a three term calendar; each term is approximately 10-weeks long. Arcadia University students may enroll for the autumn term, the spring and summer terms (referred to by Arcadia as the spring semester), or for the full academic year.

Credit System:
York students register for 120 credits per year. Modules/courses carry different credit weightings, depending upon the amount of teaching time involved and the level of the module. When selecting courses, it is important to pay attention to any listed prerequisites. Year 3 courses are considered Honors courses, and students must be able to demonstrate an adequate academic background in that subject in order to take those courses.

Class Load:
A typical course load for one term or semester is usually four courses, but this can vary depending upon credit weightings. Study Abroad students should enroll for the following credit load:

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<thead>
<tr>
<th>Term</th>
<th>York Credits</th>
<th>Arcadia Credits</th>
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<tbody>
<tr>
<td>Autumn term</td>
<td>40</td>
<td>10</td>
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<tr>
<td>Spring semester</td>
<td>80</td>
<td>20</td>
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<tr>
<td>Full year</td>
<td>120</td>
<td>30</td>
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A typical course load for one term ranges between one and four courses, depending upon credit weightings. Follow the guidelines below to build your course load:

Fall term: Enroll in 40 York credits, which equals 10 American semester hours of credit. Students can take 2 Language for All classes at 1.25 credits each if a 12 credit minimum is required by their home school. Please contact your Program Coordinator for more information.

Spring two term: Enroll in 80 York credits (40 in Spring and 40 in Summer), which equals 20 American semester hours of credit.

Full year: Enroll in 120 York credits (40 per term), which equals 30 American semester hours of credit.

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 the University of York, as York only pre-approves but does not pre-register students for classes. The courses listed on your course form are meant to give York an idea as to what you would like to study and the exact courses might not be available to you on campus arrival. Please note that you can apply to one or two departments only at York.
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.

**Registration and Class Enrolment Procedures:**
To register, you will be asked to fill out personal information forms for the Registry and you will receive an ID card. Enrolment in classes normally takes place in the first two weeks of term. Students proceed to their individual departments to complete formalities, and will be advised how to enroll in courses by departmental advisers. Students registering in more than one department should visit both departments to register. Courses may be dropped or added in the first two weeks by informing departmental secretaries. Final enrolment information must be confirmed with the International Office.

**Assessment Method:**
The assessment method(s) for a class will be indicated on the course syllabus. These methods may vary between essay, examination, class 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 York.

**Important Notes:**
-If you are applying to the English department, you must submit an essay of about 1,500 words. It should be a literary analysis that has already been assessed (grades and comments should be on the paper). York will not review applications to the English department without this essay.

Questions? Your program coordinator, Traci Chupik, can help. You can reach Traci at chupikt@arcadia.edu or 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 of York  
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 Term ☐ Spring Two-Term ☐ Academic Year

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

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<th>Note if</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
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