Queen’s University, Belfast
Course Registration Instructions and Form

How to Select Your Courses from the Online Listings
Queen’s University, Belfast courses are available at [http://e-info.qub.ac.uk/book_of_modules](http://e-info.qub.ac.uk/book_of_modules). Scroll through the list of departments and select the department that interests you. Then scroll through the course offerings available in that department. Click on “view document” for a short course description, including the means of assessment, credits, entry requirements, and course duration. You should pay particular attention to:

- **Duration** – Semester offerings are indicated by the first numeral of the course code. Any course beginning with a ‘1’ is offered in the fall, any beginning with a ‘2’ is offered in the spring.
- **Term/Semester Distinction** – Arcadia distinguishes between the fall “term” and fall “semester” at the Queen’s University, Belfast; the “term” ending before the holiday break, the “semester” ending mid-January.
- **Courses** – All students studying at Queen’s University take only three (3) courses per semester/term. Full courses are indicated by a course code beginning with 110 or 210, and half-courses are indicated by a course code beginning with 105 or 205.
- **Credits** – Arcadia distinguishes between the fall “term” and fall “semester” at Queen’s University. Use the following chart to help you select your course schedule:

  - 1 Queen's course (20 CATS credits) = 5 American credits per semester
  - 1 Queen's course (20 CATS credits) = 4 American credits per term (fall only)
  - 1 Queen's half course (10 CATS credits) = 2.5 American credits per semester
  - 1 Queen's half course (10 CATS credits) = 2 American credits per term (fall only)

Making sure your credits will transfer back:
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 Queen’s University, Belfast.
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. 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.

There is a surcharge that is assessed by Queen’s University, Belfast for coursework completed in the sciences. This surcharge will be added to your account after you register for courses at Queen’s University.

Following is a course registration form which you should complete, review with your academic or study abroad advisor, and submit to Arcadia.
Queen’s University, Belfast
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   ☐ Fall Term   ☐ 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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<th>Course Title</th>
<th>Term</th>
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