Griffith University
Preliminary Course Instructions

Navigating the Overseas University’s Course Website:
When selecting your courses from the overseas university’s website, you should be aware of some differences in terminology. In Australia, the largest academic unit, which is typically called a school or college at a US university, is the faculty. Academic members of staff are not referred to collectively as faculty as they are in the US. Additionally, the word course normally refers to a degree program or major sequence. In most cases, Australian universities refer to an individual course as either a subject or a unit of study. Be mindful of the Griffith course schedule and ensure that the courses you choose will be offered during your semester at Griffith. Courses listed in Semester I will run from February to June and Semester II will run from July to November.

The course link will take you directly to the Griffith University Subject Guide. Choose the department in which you want to study using the first pull-down menu and the campus/subject level and semester if you know that information. When the search criteria are set, choose the display subject list button. This will take you to a list of courses on offer which meet the criteria you have selected. Clicking on the course number will take you to a full description of the course which includes the number of credits awarded.

The Course Selection Process
In order to proceed with your application at Griffith University, you will need to choose courses for your semester abroad. Your course selection should be made in consultation with your academic advisor, so if you have not previously done so, please meet with your academic advisor to ensure that the courses you plan to take overseas will transfer back to your degree program.

In addition to your proposed course selections, we recommend that you choose a series of alternate courses. Your first choices may not be available due to scheduling changes, time conflicts, prerequisites or cancellations. Flexibility is very important to the process.

If your enrollment is conditional upon entry into a specific course or courses, it is very important that you indicate these requirements at the bottom of the course selection form. While every effort will be made to accommodate your selections, **Arcadia University Center for Education Abroad cannot guarantee placement in any specific course.**

Once you and your academic advisor have determined a list of preliminary courses, download and complete the Arcadia University Preliminary Course Form. Once you have completed the course form, please return it to Arcadia University.

Course Registration:
You are required to maintain a full-time course load throughout your period of study in Australia. A full-time course load is defined by Arcadia University as 14-16 US semester hours of credit; this is the equivalent of 40 units at Griffith University. Please note that you should also be aware of any credit requirements at your home institution. Refer to the credit translation scale below when selecting your courses:

<table>
<thead>
<tr>
<th>Australian University</th>
<th>US University</th>
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<tbody>
<tr>
<td>Credit Point Units</td>
<td>Semester Hours of Credit</td>
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<tr>
<td>10</td>
<td>4</td>
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Official course registration will take place in Australia. You will be able to make changes to your course selections up until the point of registration in Australia. Once you have registered, you will need to be aware of the add/drop policy at Griffith University before making further alterations to your schedule. You should also inform your home institution of any alternations you make to your schedule once you’ve arrived.
Other Important Points:

- Additional course fees may be associated with some of your overseas course work. Courses that include laboratory work, field excursions or theatre trips will often require a supplementary fee. Additionally, many fine art or production courses will include a supplemental fee for the materials used in the class.

- In some cases, the overseas university will request that you submit syllabi and courses descriptions from your previous work. Please have this information available should we need to contact you for this material.

- If you intend on enrolling in studio art, graphic art, art media production, drama, dancing or music courses, you will need to submit a portfolio or audition tape. Arcadia University will accept slides or a CD of your work. It is recommended that you submit between 8-12 examples of your work. Because your work is sent to the overseas university, we are unable to return the art portfolio to you.

- Arcadia University does not issue pass/fail grades for work completed overseas. If you intend to enroll in a unit that is assessed pass/fail, please contact Arcadia University to discuss the procedures associated with the grade translation.
Griffith University
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 ☐ Australian Academic Year ☐ US 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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<tr>
<th>Campus</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
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Alternate

Alternate

Alternate

Please check one of the following:
☐ My permission to attend Griffith University is not based on a requirement to take any specific course(s).
☐ I can only attend Griffith University if I can be enrolled in the following course(s):

Course: Alternate:
Course: Alternate: