The Course Selection Process

In order to proceed with your application at the University of Wollongong, you will need to propose a preliminary course schedule for your semester. Your course selections 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 that you plan to take overseas will transfer back to your degree program.

Once you and your academic advisor have determined a list of preliminary courses complete and return the Arcadia University Preliminary Course Form.

In addition to your proposed course schedule, we recommend that you choose a series of alternate courses. Your first choice selections may not be available due to scheduling changes, time conflicts, prerequisites or cancellations. Your 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 cannot guarantee placement in any specific course.

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 22-24 units at Wollongong. 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 Credit Point Units</th>
<th>US University Semester Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2.5</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>8</td>
</tr>
</tbody>
</table>

Official course registration will take place in Australia. You will be able to make changes to your course schedule up until the point of registration in Australia. In most cases, the overseas university will provide you with a list of approved courses prior to your departure.

Navigating the Overseas 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. Finally, please be mindful of the reversed seasons when searching for your courses. Courses listed in Autumn will run from February to June. Courses listed in Spring will run from July to November.

From the website, http://www.uow.edu.au/handbook/yr2008/ug/index.html, select a faculty in which you are looking for courses. On the next page, select the appropriate degree and then scroll down to the list of courses. Note that you may need to choose a study area when browsing for courses in the faculty of arts. For course details, click on the course number.
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. Please refer to the online course description to determine whether the courses you have selected have additional fees associated with them.

- In some cases, the overseas university will request that you submit syllabi and course 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 creative writing, studio art, graphic, 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.
Study Abroad and Exchange Study Plan – Spring (July) Session 2008

Students who DO NOT submit this study plan for pre-approval by 25 April, 2008 will be required to seek pre-approval upon arrival during orientation week.

Name: _________________________________ UOW Student #: _____________ Email Address: __downs@arcadia.edu__

Home University: ________________________ Major: ______________________________

Major: ____________________________________ Email Address: __downs@arcadia.edu_____

Minor: _______________________________

UOW OFFICE USE ONLY

<table>
<thead>
<tr>
<th>UOW Subject Code</th>
<th>Subject Name</th>
<th>Session*</th>
<th>Credit Point Value</th>
<th>Approved</th>
<th>Name and signature of UOW Head of Unit or Sub-Dean</th>
<th>UOW Study Abroad Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*AUTM = Autumn Session (FEBRUARY-JUNE)  SPRG = Spring Session (JULY–DECEMBER)  ANNU = Annual (FEBRUARY-DECEMBER)^

^Please note that only students starting study in Autumn (February) for two sessions are eligible to enrol in an annual subject.

Important Notes:
1. The normal full-time study load for UOW students is 24 credit points each session (22 credit points per session is the minimum Arcadia requirement for all study abroad and exchange students);
2. It is your responsibility to check whether you have met the pre-requisites for each subject. Subjects and their pre-requisites are listed at the following website:
   https://sols.uow.edu.au/owa/sid/CAL_USERCALENDAR_SELECT_SCREEN. Some areas of study also have additional entry requirements (outlined on the reverse side of this sheet).
3. The 2008 subject timetable is available from http://www.uow.edu.au/student/timetables/. It is your responsibility to check the timetable for session availability & to ensure there are no clashes.
4. The transfer of credit from the University of Wollongong is the responsibility of your home University and not the University of Wollongong.
5. Submission of this form DOES NOT GUARANTEE APPROVAL; approval is conditional upon successful completion of pre-requisites and is at the discretion of UOW faculty members.

Student signature: ___________________________ Date: _____________________

I understand the General Privacy Consent and Disclosure Statement and accept the terms and conditions (www.uow.edu.au/about/privacy)

Completed Study Plans must be received by Arcadia University by April 25, 2008. Please note that deadlines are strictly adhered to, Study Plans received after the deadline cannot be considered for pre-approval.

Please return your completed Study Plan form to:  Arcadia University Center for Education Abroad 450 South Easton Road Glenside, Pa 19038 Fax: 215.572.2174, Attention: Andrew Downs
**Subjects requiring pre-approval:** Any subject above 100 level in any faculty, except Faculty of Arts, requires pre-approval. In addition, ALL subjects in Education, Faculty of Creative Arts, Law and Nursing require pre-approval. If you **MUST** enrol in a particular UOW subject you are required to seek pre-approval. Please note that some subjects have quotas or other restrictions. All enrolments are subject to the course being available in the relevant session and to students meeting the assigned pre-requisites.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Approval Procedures</th>
<th>Quotas or Restricted Subjects for Study Abroad and Exchange Students</th>
</tr>
</thead>
</table>
| Faculty of Arts                     | All Faculty of Arts subjects can be pre-approved by the Study Abroad Office and therefore do not require Faculty pre-approval. Please note that you should choose subjects that are appropriate to your level of study and ensure you meet the pre-requisite requirements:  
- 100 level = 1st year  
- 200 level = 2nd year  
- 300 level = 3rd year | ABST150 has a restricted number of places in Spring Session 2005; however ABST200 can be taken as an alternative.  
SOC 110 and CCS 343 are not available; (only UOW full degree Bachelor of Communication and Media Studies students can take these subjects.)  
PHIL305 is not available. |
| Faculty of Creative Arts            | ALL Creative Arts subjects must be **pre-approved** by the Faculty, except VISA121, VISA122, DESN290 which only require submission of a study plan  
100 level courses, except VISA121 & 122 are **NOT** considered introductory and applicants must have completed at least one year of study in the relevant area.  
All Creative Arts subjects except VISA121 & 122, DESN290 require a **PORTFOLIO** which **MUST** be turned in by May 01, 2005. This portfolio must clearly demonstrate both a Creative Arts background and an ability to successfully complete the subject(s) for which they are seeking approval. | ALL Creative Arts subjects are restricted to students majoring in the relevant study area — eg. Visual Arts, Performance, Creative Writing etc.  
ALL Creative Arts subjects have limited space availability. |
| Faculty of Commerce                 | 100 level courses and ECON208 do not require Faculty pre-approval. All other subjects must be approved by the Faculty. | Education subjects have **limited space** for Study Abroad and Exchange students.  
Study Abroad and Exchange students **CANNOT** take the following classes:  
EDUE320, EDUE321, EDUF201, EDUF304, EDUK101, EDUL101, EDUP153, EDUP201, EDUP255, EDUP256, EDUP355, EDUP454, EDUT121, EDUT111, EDUT211, EDUT302, EDUT312. |
| Faculty of Education                | **ALL** Education classes require faculty **pre-approval**. | Study Abroad and Exchange students **CANNOT** take the following classes:  
EDUE320, EDUE321, EDUF201, EDUF304, EDUK101, EDUL101, EDUP153, EDUP201, EDUP255, EDUP256, EDUP355, EDUP454, EDUT121, EDUT111, EDUT211, EDUT302, EDUT312. |
| Faculty of Engineering              | 100 level subjects do not require pre-approval. All other subjects must be approved by the Faculty. | Please note that even after pre-approval, enrolment in subjects 200 level and above is conditional upon meeting with the relevant Head of Department during enrolment. |
| Faculty of Health and Behavioural Sciences | **Nursing Subjects** require faculty **pre-approval**.  
100 level subjects do not require pre-approval. All other subjects must be approved by the Faculty. | **Nursing subjects** are restricted to students who are nursing majors at their home university. |
| Faculty of Informatics              | 100 level subjects do not require pre-approval. All other subjects must be approved by the Faculty. | |
| Faculty of Law                     | LAW100 does not need pre-approval. All other subjects must be approved by the Faculty. | Subjects with an **LLB** prefix are restricted to Law Students and must be approved by the Faculty. |
| Faculty of Science                 | 100 level subjects do not require pre-approval. All other subjects must be approved by the Faculty. | |
| Postgraduate Subjects (800/900 level subjects) | These subjects are for graduate students. Undergraduate (Bachelor) level Study Abroad and Exchange students are not permitted to enrol. | |