University of Auckland
Preliminary Course Instructions

The Course Selection Process
In order to proceed with your application to the University of Auckland, you will need to propose a preliminary course selection for your semester. Your courses should be chosen 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 the Arcadia University Preliminary Course Form. Once you have completed the course form, please return it to the Arcadia University Center for Education Abroad.

To obtain the most up-to-date listing of courses, we advise that you refer to the overseas university’s website. Please refer to the section “Navigating the Overseas Course Website” listed below for more information.

In addition to your proposed course selections, 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 New Zealand. A full-time course load is defined by Arcadia University as 14-16 US semester hours of credit, this is equivalent to three to six courses at the University of Auckland depending on how many New Zealand units each course you have chosen is worth. You should also be aware of any credit requirements at your home institution.

<table>
<thead>
<tr>
<th>University of Auckland</th>
<th>US University</th>
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<tbody>
<tr>
<td>Credit Point Units</td>
<td>Semester Hours of Credit</td>
</tr>
<tr>
<td>15</td>
<td>4</td>
</tr>
</tbody>
</table>

Official course registration will take place in New Zealand. Once you have registered, you will need to be aware of the add/drop policy at the University of Auckland before making further alterations to your schedule. You should also inform your home institution of any alterations you make to your schedule.

Other Important Points:
- Please note that courses in the following departments have restricted entry: - Architecture, Fine Arts, Medical and Health Sciences, Performing Arts and Visual Arts. The practical nature of many of these courses means that entry is limited and full degree students are given preference.
- Courses with an A or B after the course code (eg: PSYCH 306A) are full year courses and can only be taken by students enrolling for a full year from February to November.
- Courses with a G after the course code are General Education courses and are not available to Study Abroad students.
- Students must enroll in four courses per semester. This equates to 60 points, which is a full time course of study.
- Undergraduate courses follow a Stage I, Stage II, and Stage III structure. Stage I is the first level and Stages II and III are more advanced. The first number of the course code shows the stage of the course eg: BIOSCI 205 is a Stage II course. Course codes that begin with 6 or 7 are postgraduate and master’s courses. These require the equivalent of a New Zealand bachelor’s degree before you can be admitted to that course.
• Stage II and Stage III courses usually have prerequisite requirements. You should compare the prerequisites listed for that course with the courses you have taken at your home university. These prerequisite equivalent courses must be written on your Course Selection Form.

• Make sure that your chosen courses fit a schedule with no timetable clashes. A timetable worksheet is attached and can be used to work out your schedule.

• Some courses require a related class. This is a tutorial or laboratory that is a necessary component to a course. It is important that you choose a related class that fits your schedule.

• 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.

• If you intend on enrolling in studio art, graphic art, media production, drama, dance 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. Please be aware that some fine arts courses in New Zealand are year-long courses commencing in February.

• 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.

Navigating the Overseas Course Website:
When selecting your courses from the overseas website, you should be aware of some differences in terminology. In New Zealand, most subject departments are referred to as faculties and individual courses are referred to as papers. Also, please be mindful of the semester in which you intend to take courses as Semester I will run from February to June and Semester II will run from July to November.

From the website https://ndeva.auckland.ac.nz/ndeva, you will be able to review the University of Auckland Course Catalogue. You should enter the nDeva database as a guest until University of Auckland has issued your Net ID and nDeva password.

(When you first login using your NetID and nDeva password, you will need to change your password and then logout and login again.)

On the left side of the page, click on ‘Course Catalogue’. In the appropriate subject areas, search for classes—or papers—in which you are interested. Note that 100-level papers are for first-year students, 200-level for second-year and so on. In most instances, papers numbers 400 or higher are graduate-level and not available to study abroad students.

In order to determine whether papers are offered during a specific semester, you will need to further consult the nDeva database. On the left side of the webpage, click on ‘Class Search’ and select the appropriate year and semester—not trimester—and click on ‘Basic’. Remember, the first semester runs from February through June and the second semester from July through November. Please note that course availability is updated annually in November of the previous year.

In order to determine if papers are offered during the semester you have selected, you will need to enter the Subject Area and Catalogue Number. (E.g. Maori 130: Maori Society – for Subject Area, select ‘Maori Studies’, and for Catalogue Number, enter ‘130’.) In the boxes titled ‘Component’ and ‘Career’ always select LEC-Lecture and UC01 – Formal Award and then click on ‘Search’.

If the paper is available in the selected semester, detailed information will be listed including the campus location—C=City and T=Tamaki. Please note that most students will take all of their courses on the City campus as the Tamaki campus is approximately a half-hour bus ride from the City campus.
STUDY ABROAD COURSE SELECTION FORM (2009)

Certificate of Proficiency (COPOS)

Name: ______________________________________  Student ID: ____________

Please select 8 courses per semester in order of preference. In the event of a timetable clash you will be enrolled in the next available course until you have a full programme of study (4 courses)

Semester 1 (March-June): ________  Semester 2 (July-November):__________

<table>
<thead>
<tr>
<th>List by Preference</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Class No.</th>
<th>Related Class No.</th>
<th>Equivalent prerequisites met by:</th>
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<tbody>
<tr>
<td>Example</td>
<td>ECON101</td>
<td>Microeconomics</td>
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Please note:
1) If you wish to have courses approved for a second semester, please complete another Course Selection Form.
2) You cannot be enrolled in courses unless you have provided a verified copy of the front page of your Passport OR Birth Certificate.

STUDENT DECLARATION

I understand that:
1. By returning this form I am accepting my Offer of Admission and the Terms and Conditions to the University of Auckland.
2. I must inform the University of Auckland as soon as possible if I will no longer be studying at Auckland. (Failure to do so may result in your being charged course fees.)
3. I have the required academic background to undertake the courses listed.
4. I may seek specific advice on course suitability from departmental student advisors and staff of the University of Auckland, to ensure that my courses are suitable.
5. The deadline for adding and/or dropping courses is the second Friday of the semester.
6. The University of Auckland will make the final decision regarding entry to courses.
7. I agree to obtain an appropriate student visa/permit for study in New Zealand.

Signed: __________________________________  Date: __________________