Summer 2013 Course Registration

Begins: Wednesday, April 3, 2013 (8:00 am, EST)
Ends: Friday, May 24, 2013 (11:59 pm, EST)

Click on each of the links to review the following important information contained in this packet:

- When and how to register for your courses
- Course registration tips
- How to order your textbooks
- Drop/Add
- Transcripts and the U.Va. Honor Code
- Requesting learning accommodations

You are encouraged to read all of this material very carefully so you fully understand the course registration process for the Summer 2013 voyage.

All course registration materials are available online.
I. Planning for and Registering for Courses

Planning your courses: Follow this link (A13 Course Page) to view the Summer 2013 course listing with meeting times. Begin to plan your courses and remember that your courses cannot overlap. All students register for (a minimum of) two courses in addition to one of the Global Comparative Lens courses, for a total of three courses.

Students wishing to enroll in an extra (fourth) course may do so onboard the ship on a space-available basis upon embarkation on the ship in June. A (very) small supply of textbooks is available onboard only for students choosing to pursue this option.

Students are responsible for knowing any restrictions on course selections that the home institution or advisor may enforce. You are advised to obtain approval for alternate courses as well as for your first choices. Unless absolutely necessary, we strongly encourage you to avoid enrolling in more than one course with the same professor.

Special registration considerations: When considering course selections, remember the following:

1. GLOBAL COMPARATIVE LENS COURSES: We ask each student to choose one (and only one) course from among the Global Comparative Lens courses that best matches his or her academic interests. Enrollment for these courses, like all Semester at Sea courses, is on a first-come, first-serve basis, as spaces are limited. If you are concerned about getting your top choice plan to register earlier rather than later.

   Lens courses are designed to help you deepen your understanding of specific features of life and culture in the countries we visit on that itinerary. Each course views the countries through a distinct lens—focusing on the art, music, religion, politics, environment, health, or other specific aspect of the countries we visit. These courses are designed to take maximum advantage of the opportunity to learn to think critically about your own society and others by comparing.

   The 2013 Summer Global Comparative Lens courses are:
   - ARH 2500-Architectures of the Mediterranean: Buildings, Landscapes, Cities
   - MDST 3300-Global Media
   - ANTH 1010-Introduction to Anthropology
   - PLCP 3410-Politics and Change in the European/Mediterranean Region
   - RELG 1559- Comparative Religion

2. FIELD LABS: One of the unique attributes of studying through Semester at Sea is the experiential component of learning. Each course has one field lab. Approximately 20 percent of the grade for your chosen course is based on your field lab and the activities and assignments associated with your field experiences. Every course syllabus contains a section designated for
the field lab portion of the course. This section, often termed Field Assignments, will articulate what you are expected to do in the field, what form of observation or measurement is expected, and how your work will be evaluated.

You will be automatically registered in your course’s co-requisite field lab at the time of registration. If you drop one course and then add another, you will be removed from the first course’s field lab and added to the second course’s field lab.

Fulfilling the field requirements for your courses is a top priority. When planning for your voyage, familiarize yourself with the posted Field Lab on the course page and plan your Semester at Sea or independent trips in port accordingly.

(3) **PREREQUISITES**: Please pay careful attention to any mention of pre-requisites that are listed on the Summer, 2013 Course Page listed in the syllabi also found online. Do not plan to register for courses for which you do not meet the prerequisite(s). This may result in your being removed from the course during drop/add.

(4) **FOURTH COURSE**: You are allowed to take an additional course beyond the required 9 credits (3 classes), bringing your total courses to 4, HOWEVER, this is not advised. The rhythm on the voyage does not allow for as much down time as you have on your home campus. If you do require the additional course, you may sign up for it on the ship during the drop/add process on C1 (the first class day) after all students have had the opportunity to register for the required 9 credit hours. More information will be provided upon embarkation.

**Course registration**: Online registration begins at 8:00 am, EST on Wednesday, April 3, 2013. Registration is open to all confirmed students; it is first-come, first-served. Log-in to your MyPassport page, which is where you will be able to select your preferred classes. **More specific information about this process will be provided closer to the date of registration. Note that the REGISTRATION option will not appear in MyPassport until the prescribed time of course registration.**

When registration first opens, many students will be attempting to register. Those logging in from 8:00am-9:00am EST can expect slow loading times and delays due to increased web traffic. We appreciate your patience and understanding.

Course registration ends at 11:59 pm, EST on Friday, May 24, 2013.
Pre-Registration Tips

✓ Prior to registration, make your course selections AND have several alternate options in mind. Don’t only receive approval for your top course choices. We strongly urge you to get many courses approved for maximum opportunity during registration. If a course is still pending approval at your home school, you may still wish to register for it so if/when it does receive approval for transfer credit, you have already secured your space.

✓ Review the special considerations on page 1.

✓ Once you are logged-in, you cannot complete course registration without registering for a Global Comparative Lens course. Please pay careful attention to this.

✓ Don’t forget to account for lunch in your schedule.

✓ Be patient. There will be high user volume. If there is a course you must have, register for that one course and confirm your registration. You can always return to select your other course.

✓ You will have an opportunity aboard the ship to modify your schedule during drop/add, though classes are not guaranteed to have available space. There is a only a SMALL supply of textbooks onboard to accommodate students who participate in the drop/add process.

✓ If you do not order your textbooks through U.Va. Bookstores, it will be your responsibility to purchase all required materials listed on course syllabi and to carry all materials to the ship. Orders placed through U.Va. by the prescribed deadline are sent directly to your cabin.
II. Textbooks

Once you have your final schedule in place, you can purchase your required textbooks online through the University of Virginia Bookstores beginning April 3, 2013. When ordering textbooks, you will need to reference the course mnemonic and number (e.g., BIOL 1559-501). Textbooks ordered through the U.Va. Bookstores BEFORE MAY 1st will be delivered directly to the ship and placed in your cabin. For this to occur, you will designate “Semester at Sea” as your shipping address in the final steps of the order. Instructions for ordering textbooks are available on the U.Va. Bookstores website. The deadline to order textbooks through the U.Va. Bookstores is May 1, 2013.

If you choose not to purchase required textbooks through U.Va., it is your responsibility to purchase these materials prior to embarkation. A limited number of textbooks will be available on the ship, but they are available to students who participate in drop/add before becoming available to the whole community.

*Please do not place your textbook order until you are done making changes to your course schedule.* If you intend to make changes during drop/add, but not before sailing, you should order your books prior to boarding the ship.

III. Drop/Add (June 19, 1730-2200)

Final adjustments to your schedule are made during drop/add aboard the ship. No course adjustments will be permitted beyond the drop/add period. Some courses which closed during pre-registration may become available due to the number of changes which normally occur during this time. *There will be a small supply of textbooks available onboard the ship for students who make schedule adjustments during drop/add.*

You may withdraw from a course (transcript grade of “W”) with the approval of the Academic Dean and the instructor until July 6, 2013, if and only if doing so does not take you below the 9-credit requirement. After that day, you are expected to complete all of the courses for which you are registered.

IV. Transcripts and the U.Va. Honor Code

At the end of the voyage, U.Va. releases your official transcript directly to your home institution. At the time of deposit you electronically signed a release form that gave consent for U.Va. to release your grades to your home institution. Since your personal data may change from time of application to time of sailing, contact us immediately if a change is required.

As a Semester at Sea student, you are considered a visiting student at U.Va.; therefore, you are expected to uphold the University’s Honor Code. Refer to the MyPassport page for an explanation of the Honor Code.

Keep in mind that Semester at Sea reserves the right to rescind offers of admission to any student not demonstrating continued academic success; when requested, you must submit your final transcripts prior to sailing. In planning your courses, pay attention to how your academic
success will influence your remaining academic career. Regardless of how your grades transfer (letter grade or transfer credit only), they are a permanent part of your academic records.

V. Learning Accommodations

Semester at Sea provides academic accommodations for students with diagnosed learning disabilities. If you wish to request accommodations during the voyage, please have the appropriate office at your home institution fax your letter of approved accommodations to Layne Hanson at 434.243.5941. Please submit these accommodations materials as soon as possible but no later than **April 10, 2013**.

VI. Questions?

If you have any questions regarding course registration, please contact the Semester at Sea office at 1.800.854.0195 or email academic@ise.virginia.edu.