



Summer 2014 Course Registration Instructions

Begins: Wednesday, April 2, 2014 (8:00 am, EST)

Ends: Friday, May 23, 2014 (11:59 pm, EST)

Registration is open to all confirmed students. It is first-come, first-serve.

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.

For details and any questions regarding the course registration process, please review the **Summer 2014 Course Registration Packet**.

***TIP:** You must use MyPassport to register for your courses, but you should read about the courses, view the times they will meet, etc. on the [website](#), which lists all the information in a more user-friendly format. Also, MyPassport will likely be slow to load during the first few days of registration as many students will be using it simultaneously. A complete list of the Summer 2014 offerings is available here: <http://www.semesteratsea.org/voyages/summer-2014/courses/>. It is particularly useful to open MyPassport in one tab and the course listing page on the website in another.*

We highly recommend that you log into your MyPassport page prior to course registration opening on April 2nd to familiarize yourself with the site and to make sure you can get into it. Please be aware that the registration tab will not show up on your MyPassport page until your deposit has been processed. It typically takes 2 to 3 business days after you pay your deposit for it to be processed and for the registration tab to appear.

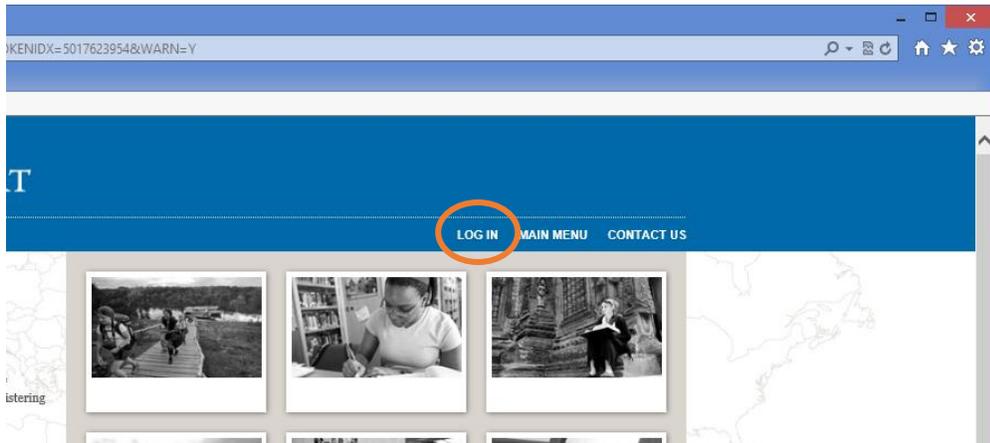
Before course registration opens: You can select courses and put them into your Preferred Sections holding space. When courses are listed under Preferred Sections, you have NOT registered for the course, but when course registration opens, you can easily enroll in all of your Preferred Sections at once. Continue reading through this packet for instructions about how to select your preferred courses.

STEPS TO REGISTER:

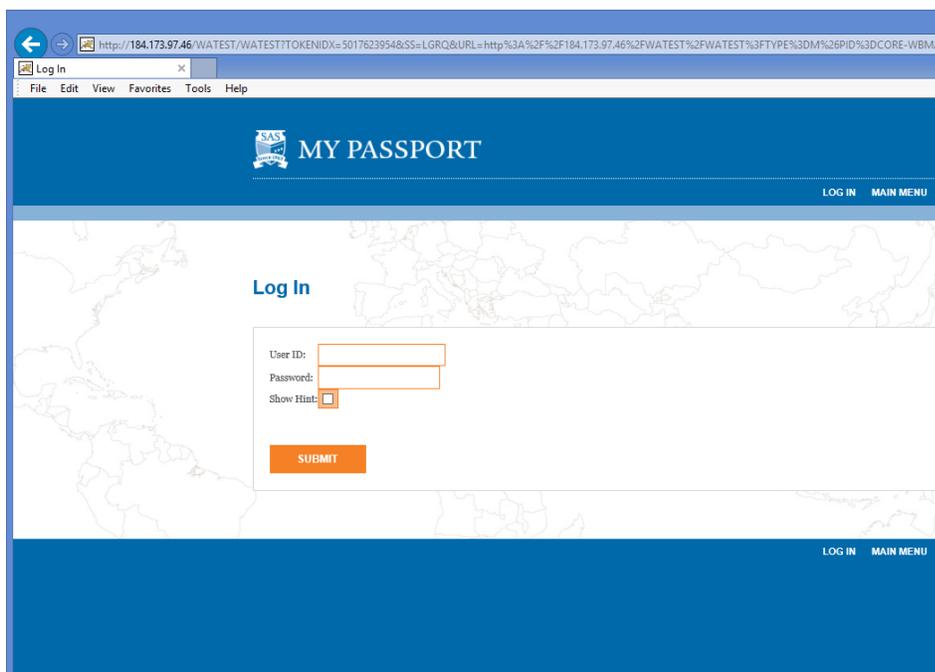
STEP 1: Login to My Passport

Go to <http://www.semesteratsea.org/> and click on My Passport in the top bar

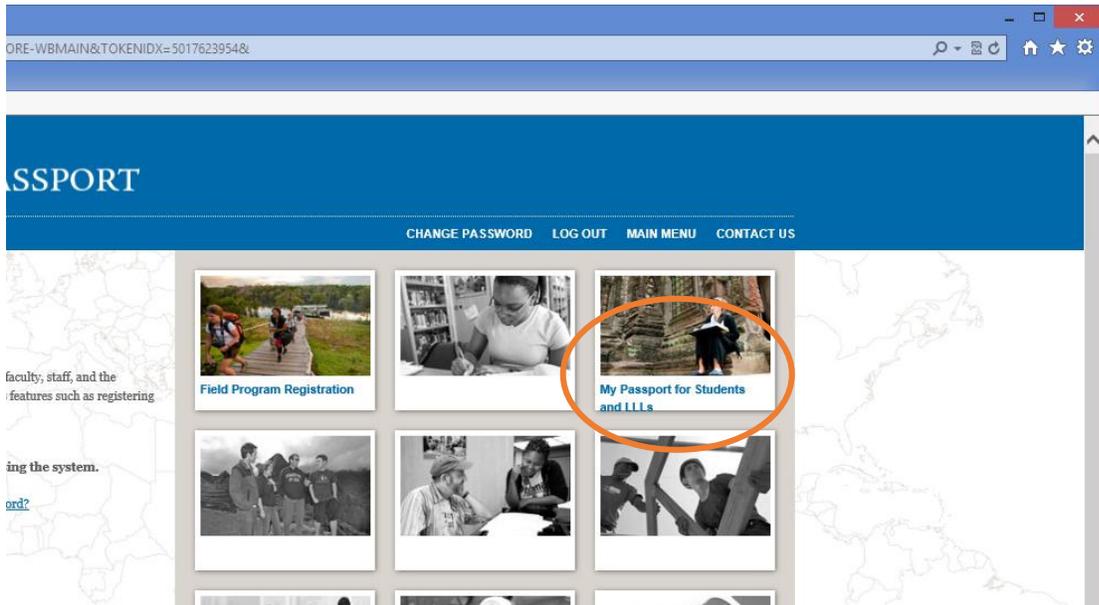
Click Log In



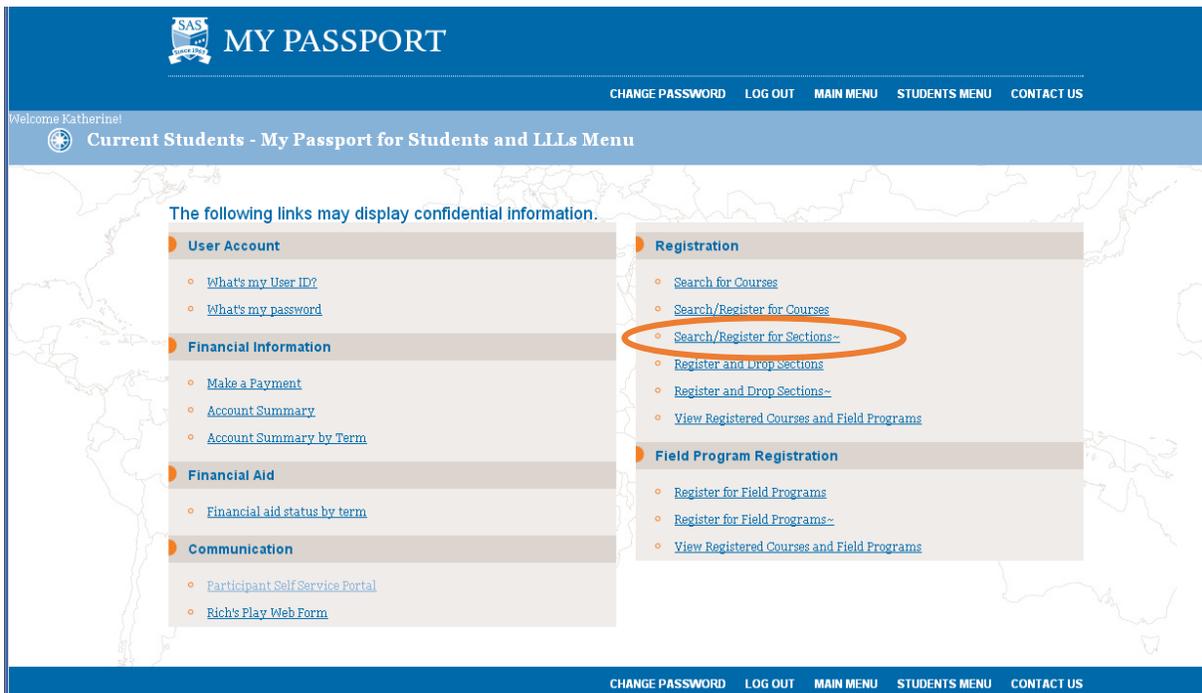
Once there, click the log-in link on the left-hand side, middle of the page. Your login is **firstname.lastname.su14**. If you have never logged in to My Passport, have forgotten your username or password, or experience trouble logging in, please email techsupport@semesteratsea.org for assistance. We highly recommend that you log into your MyPassport page prior to course registration opening on April 2nd to familiarize yourself with the site and to make sure you can get into it.



Click on **My Passport for Students and LLLs**.



STEP 2: Under the Registration section click **Search/Register for Sections**



After selecting the Search/Register for Sections screen, you will see the following screen.

Search/Register for Sections~

Term

Subject

Choose One

<input checked="" type="radio"/>	Select All Courses
<input type="radio"/>	Select Only Lens Courses
<input type="radio"/>	Select Non Lens Courses

Course Title Keyword(s)

Instructor's Last Name

SUBMIT

STEP 3: On the Search/Register for Sections screen you need to fill in the following:

In the Term field, select **Summer 2014 Voyage**.

You may search by subject (academic discipline, such as anthropology or psychology) or you may pull up a list of all courses, only lens courses or only regular courses. Alternatively, you may also search by keyword of the instructor's last name.

Click the submit button at the bottom of the screen to execute the search.

A sample results screen is shown below.

Section Selection Results~

Select	Term	Status	Section Name and Title	Meeting Information	Faculty	Available/ Capacity	Credits	Lens
<input type="checkbox"/>	Summer 2013 Voyage	Closed	ANTH-1010-501 (00012682) Intro Anthropology (valetta 1)	A Day 12:30PM - 01:45PM, Academic - Classrooms, Room UN (more)...	R. Handler	0 / 55	3.00	Y
<input type="checkbox"/>	Summer 2013 Voyage	Closed	ANTH-1010-502 (00012714) Intro Anthropology (valetta 3)	C Day 12:30PM - 01:45PM, Academic - Classrooms, Room UN (more)...	R. Handler	0 / 55	3.00	Y
<input type="checkbox"/>	Summer 2013 Voyage	Closed	ANTH-2500-101 (00012662) Peoples & Cultures Middle East	C Day 09:20AM - 10:35AM, Academic - Classrooms, Room CR1 (more)...	D. Lefkowitz	0 / 30	3.00	
<input type="checkbox"/>	Summer 2013 Voyage	Open	ANTH-2541-101 (00012647) Languages of the Arab Spring	C Day 12:30PM - 01:45PM, Academic - Classrooms, Room CR9 (more)...	D. Lefkowitz	20 / 30	3.00	
<input type="checkbox"/>	Summer 2013 Voyage	Closed	ANTH-2589-101 (00012699) Intro to Mediter Archaeology	C Day 08:00AM - 09:15AM, Academic - Classrooms, Room CR8 (more)...	T. Smith	0 / 30	3.00	
<input type="checkbox"/>	Summer 2013 Voyage	Closed	ANTH-3240-101 (00012695) Anthropology of Food	C Day 03:20PM - 04:35PM, Academic - Classrooms, Room CR9 (more)...	J. Shannon	0 / 30	3.00	
<input type="checkbox"/>	Summer 2013 Voyage	Open	ARH-2500-501 (00012702) Architectures (istanbul)	C Day 10:45AM - 12:00PM, Academic - Classrooms, Room UN (more)...	L. Nelson	1 / 37	3.00	Y
<input type="checkbox"/>	Summer 2013 Voyage	Closed	ARH-2500-502 (00012703) Architectures (valetta)	C Day 10:45AM - 12:00PM, Academic - Classrooms, Room UN (more)...	L. Nelson	0 / 38	3.00	Y
<input type="checkbox"/>	Summer 2013 Voyage	Open	ARH-2500-503 (00012704) Architectures (marseille)	C Day 10:45AM - 12:00PM, Academic - Classrooms, Room UN (more)...	L. Nelson	1 / 37	3.00	Y
<input type="checkbox"/>	Summer 2013	Closed	ARTH-3591-101 (00012698) Mediterranean	C Day 10:45AM - 12:00PM, Academic - Classrooms, Room	T. Smith	0 / 30	3.00	

To view the details on a section you can click on the Section Name and Title for the desired course. If you click on the hyperlinked course title, it will take you to the courses page on the Summer 2014 voyage website.

REMEMBER: Each student must register for one and only one Global Comparative Lens course.

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 Summer 2014 Global Comparative Lens courses are:

- ANTH 3590-501, 502, & 503: Anthropology of Tourism
- SEMS 3500-503, 504, & 505: Economic Development and Entrepreneurship
- PLAN 5810-501 & 502: Sustainable Communities
- PLIR 1010-501, 502, & 503: Introduction to International Relations
- RELG 1559-501, 502, & 503: Foundational Religions of Europe: From Odin to Allah
- SEMS 3500-506, 507, & 508: Human Sexuality

Note that you can tell which courses are LENS course by the Y in the Lens column on the far right (see screenshot on the previous page).

NOTE: Each Global Comparative Lens course is listed as multiple sections, even though all of the sections meet at the same time and in the same place on the ship. The only difference between the sections is when and where the field lab meets. For example, on the Fall 2013 voyage the first section of Global Business Ethics (SEMS 2500-501) had its Field Lab in Cadiz, while the second section of Global Business Ethics (SEMS 2500-502) had its Field Lab in Cape Town. However, sections 501 and 502 both met in the Union at 0925 on B days every day while the ship was at sea.

Participation in the field lab is mandatory and accounts for 20% of the course grade. Also, **please be aware that if you have a field lab on the last day in any port, you will be required to be back on the ship no later than midnight the day before.** If you fail to return to the ship the evening before your field lab or swipe in after midnight, you will not be allowed to join your class on the field lab. Therefore, you will lose 20% of your grade and also incur 24 hours of dock time at the next port.

STEP 4: Course Selection

Once you have finished looking through the options, you can select courses to register for by checking the boxes next to the desired courses.

<input type="checkbox"/>	Summer 2013 Voyage	Open	BIOL-3559-101 (00012648) Illuminating Diseases Mediterr	C Day 04:40PM - 05:55PM, Academic - Classrooms, Room CR6 (more)...	M. Zimmer	4 / 30	3.00	
<input checked="" type="checkbox"/>	Summer 2013 Voyage	Open	BIOL-3559-102 (00012645) Marine Conservation Biology	C Day 08:00AM - 09:15AM, Academic - Classrooms, Room CR7 (more)...	S. Genovese	12 / 30	3.00	
<input checked="" type="checkbox"/>	Summer 2013 Voyage	Open	COMM-4330-501 (00012667) Negotiating for Value (sec 1)	C Day 08:00AM - 09:15AM, Academic - Classrooms, Room CR3 (more)...	M. Thomas-Hunt	19 / 30	3.00	
<input type="checkbox"/>	Summer 2013 Voyage	Open	COMM-4330-502 (00012668) Negotiating for Value (sec 2)	C Day 12:30PM - 01:45PM, Academic - Classrooms, Room CR3 (more)...	M. Thomas-Hunt	5 / 30	3.00	
<input checked="" type="checkbox"/>	Summer 2013 Voyage	Open	CPLT-3559-101 (00012694) Contemp Fiction of the Mediter	C Day 01:55PM - 03:10PM, Academic - Classrooms, Room CR3 (more)...	S. Arata	11 / 30	3.00	
<input type="checkbox"/>	Summer 2013 Voyage	Waitlisted	ENGL-2559-101 (00012693) Travel Literature	C Day 10:45AM - 12:00PM, Academic - Classrooms, Room CR8 (more)...	S. Arata	4 / 25	3.00	
<input type="checkbox"/>	Summer	Closed	ENSP-4559-101 (00012651)	C Day 04:40PM - 05:55PM,	P. Muldoon	0 / 13	3.00	

Selecting a course and clicking Submit will bring up the Register and Drop Sections screen.

Preferred Sections

Action	Term	Section Name and Title	Meeting Information	Faculty	Available/ Capacity	Credits	Lens
▼	Summer 2013 Voyage	ANTH-1010-502 (00012714) Intro Anthropology (valetta 3)	C Day 12:30PM - 01:45PM, Academic - Classrooms, Room UN (more)...	R. Handler	0 / 55	3.00	Y
▼	Summer 2013 Voyage	ARH-2500-503 (00012704) Architectures (marseille)	C Day 10:45AM - 12:00PM, Academic - Classrooms, Room UN (more)...	L. Nelson	1 / 37	3.00	Y
▼	Summer 2013 Voyage	BIOL-3559-102 (00012645) Marine Conservation Biology	C Day 08:00AM - 09:15AM, Academic - Classrooms, Room CR7 (more)...	S. Genovese	12 / 30	3.00	
▼	Summer 2013 Voyage	COMM-4330-501 (00012667) Negotiating for Value (sec 1)	C Day 08:00AM - 09:15AM, Academic - Classrooms, Room CR3 (more)...	M. Thomas-Hunt	19 / 30	3.00	
▼	Summer 2013 Voyage	CPLT-3559-101 (00012694) Contemp Fiction of the Mediter	C Day 01:55PM - 03:10PM, Academic - Classrooms, Room CR3 (more)...	S. Arata	11 / 30	3.00	

Current Registrations

Drop	Term	Section Name and Title	Meeting Information	Faculty	Credits	Lens
<input type="checkbox"/>		You are not currently registered for any sections.				

If one of my choices is not available
ALL Allow me to adjust all ▼

SUBMIT

There are two sections of the Register and Drop Sections screen: **Preferred Sections** and **Current Registrations**. Preferred Sections are courses you have selected to register for but have not yet done so.

Tip: Even before course registration opens, you can select courses and put them into your Preferred Sections holding space. When courses are listed under Preferred Sections, you have NOT registered for the course, but when course registration opens, you can easily enroll in all of your Preferred Sections at once.

ADDING COURSES:

You can register for some or all of your courses at one time using either the **Action for ALL** drop down or by using the **Action** box next to each individual course. When courses show up under your Current Registrations field, you are registered for them. You will also receive a confirmation email when you register for courses.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text"/>	Summer 2013 Voyage	BIOL-1559-502 (871) Marine Biology (sec. 2)	Academic	06/19/2013-06/19/2013 Lecture Wednesday 08:00AM - 09:15AM, Academic - Classrooms, Room CR4 (more)...	D. Abel	25 / 25	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Summer 2013 Voyage		BIOL-1559-501 (870) Marine Biology (section 1)	Academic	06/19/2013-06/19/2013 Lecture Wednesday 10:45AM - 12:00PM, Academic - Classrooms, Room CR4 (more)...	D. Abel	3.00	
<input type="checkbox"/>	Summer 2013 Voyage		SEMS-2500-001 (874) Global Public Health	Academic	06/16/2013-06/16/2013 Lecture Sunday 09:20AM - 10:35AM, Academic - Classrooms, Room CR8 (more)...	P. Hornsby	3.00	

If one of my choices is not available
 ALL Allow me to adjust all

SUBMIT

REMOVING COURSES:

To remove a course that you have already registered for you will need to check the box next to the course under Current Registrations.

It is possible to add and drop courses in the same transaction by making selections in the Preferred Sections area and the Current Registrations area.

All students register for (a minimum of) two regular courses **in addition to** one of the Global Comparative Lens courses, for a total of three courses (nine credits).

FOURTH COURSE REMINDER: You are allowed to take an additional course beyond the required nine credits (three classes), bringing your total courses to four. 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 nine credit hours. The system will not allow you to register for a fifth course during the registration process open from April 2 through May 23, 2014. More information about Drop/Add will be provided upon embarkation.

Once the request has been processed successfully you will see the Registration Results screen below:

Registration Results

The following request(s) have been processed:								
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2013 Voyage	Registered for this section		BIOL-1559-502 (871) Marine Biology (sec. 2)	Academic	06/19/2013-06/19/2013 Lecture Wednesday 08:00AM - 09:15AM, Academic - Classrooms, Room CR4 (more)...	D. Abel	3.00	

Here are all of the sections for which you are currently registered:								
Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
Summer 2013 Voyage		BIOL-1559-501 (870) Marine Biology (section 1)	Academic	06/19/2013-06/19/2013 Lecture Wednesday 10:45AM - 12:00PM, Academic - Classrooms, Room CR4 (more)...	D. Abel	3.00		
Summer 2013 Voyage		BIOL-1559-502 (871) Marine Biology (sec. 2)	Academic	06/19/2013-06/19/2013 Lecture Wednesday 08:00AM - 09:15AM, Academic - Classrooms, Room CR4 (more)...	D. Abel	3.00		
Summer 2013 Voyage		SEMS-2500-001 (874) Global Public Health	Academic	06/16/2013-06/16/2013 Lecture Sunday 09:20AM - 10:35AM, Academic - Classrooms, Room CR8 (more)...	P. Hornsby	3.00		

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

CONFIRMATION EMAIL:

You will receive a confirmation email each time you confirm or change your registration. Please save this information for your records.

ERROR MESSAGES:

If there is a conflict between courses, field lab days, available seats or you are registering for too many credits you will be redirected back to the Register and Drop Courses screen. There will be a red message at the top of the screen indicating the error(s)/conflict(s).

Register and Drop Sections

SOC-3595-001 conflicts with BIOL-1559-501.

None of the requested transactions will have been processed and you will need to correct the selections and then resubmit all of the other requests again.

The message below indicates that you are attempting to register for a Course outside of your Voyage:

Register and Drop Sections

ANTH-1010-101 - Registration not allowed in courses/field programs that are outside of your voyage.

The message below indicates that you are attempting to register for too many credit hours (more than 12 credits or four courses):

Register and Drop Sections

ARTS-2511-101 - Registration in ARTS-2511-101 puts student in overload for Summer 2013 Voyage. Petition is required.

Other Reminders:

PREREQUISITES: Please pay careful attention to any mention of pre-requisites that are listed on the [Summer 2014 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). If you do register for a course and do not meet the pre-requisites, you may be removed from that course during the add/drop process on the ship.

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 designed to draw upon Semester at Sea's unique learning opportunities. Approximately 20 percent of the grade for each of your chosen courses is based on your field lab and the 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 course 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. Do not book any Semester at Sea programs or make independent travel plans on the days you have a field lab.

SCHEDULE CHANGES ON THE SHIP: You will have an opportunity aboard the ship to modify your schedule during the drop/add process, though some classes may already be full. There is a very SMALL supply of textbooks onboard available for purchase to accommodate students who participate in the drop/add process.

TEXTBOOKS: Once you have your final class schedule in place, you can purchase your required textbooks online through the [University of Virginia Bookstores](#) beginning **April 2, 2014**. When ordering textbooks, you will need to reference the course mnemonic and number (e.g., BIOL 1559-501). Textbooks ordered through the U.Va. Bookstore **BEFORE Friday, April 21, 2014** 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. Bookstore website. If you order textbooks after April 21, they will be sent to your home address and you will need to carry them to the ship.

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 for purchase on the ship, but students who participate in the add/drop process have first priority. After students who participated in add/drop have the books they need, the remaining books will be made available for anyone in the shipboard community to purchase.

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.

If you do not order your textbooks through the U.Va. Bookstore, 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 deadline stated above are sent directly to your cabin.

TRANSCRIPTS and the UVA 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 send 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.

LEARNING ACCOMODATIONS: 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 Kate Beach at 434.243.5941. Please submit these accommodation materials as soon as possible but no later than **April 14, 2014**.

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.