



Summer 2014 Course Registration

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

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

You are encouraged to read this packet carefully, so that you understand the course registration process fully. Reviewing this packet will answer many of your questions before course registration begins.

Click on each link to review the following important information:

- [Planning and Registering for Courses](#)
- [Pre-Registration Tips](#)
- [Textbooks](#)
- [Drop/Add](#)
- [Transcripts and the U.Va. Honor Code](#)
- [Learning Accommodations](#)

All course registration materials are available online, on the [Summer 2014 Courses and Field Labs page](#).

I. Planning and Registering for Courses

A. Planning your Courses

You can find a listing of all courses, their meeting times, and the dates of their Field Labs, on the [Summer 2014 Courses and Field Labs page](#). All students register in **one (and only one) Global Comparative Lens course**, plus **two additional regular courses**, for a **total of three courses, or nine credits**.

Remember that you cannot register in courses that meet at the same time on the ship, or that have Field Labs scheduled for the same date in port.

You are responsible for knowing any restrictions on course selections from your home institution or advisor. **It is your responsibility to seek out your academic adviser or study abroad adviser at your home institution to understand how courses offered on Semester at Sea will transfer back home.** Course registration operates on a first-come, first-served basis, so you will need to know if you must enroll in a particular course prior to course registration opening on April 2 at 0800. **You are strongly advised to obtain transfer approval for alternate courses as well as for your first choices.** Alternate course approvals are particularly useful during the add/drop process on the ship, if you decide to change your schedule once you board.

Unless absolutely necessary, we encourage you to **avoid enrolling in more than one course with the same professor**. Your learning experience will be enhanced by multiple perspectives on the voyage.

B. Special Registration Considerations

When planning your course selection, please consider the following information about Global Comparative Lens courses; Field Labs; prerequisites; and adding a fourth course.

Global Comparative Lens Courses

All students must enroll in **one (and only one)** Global Comparative Lens course. Lens courses are designed to help you deepen your understanding of specific features of life and culture in the countries that we visit. 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 your opportunity to learn to think critically about your own society and others through comparison.

Each Lens course has two or three sections. The sections meet at the same time and place on the ship, but go to Field Labs on different dates, often in different countries. This course design adds to the comparative nature of the academic program. 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.

Enrollment for Lens 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.**

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

Field Labs

One of the most unique elements of studying on Semester at Sea is having an opportunity for experiential learning in every course, through its Field Lab. Your field lab experiences and work associated with them will distinguish your Semester at Sea learning and greatly enhance your voyage. Professors design their Field Labs for each course individually and the labs become integral parts of the overall course experience and work. Semester at Sea's remarkably rich and diverse set of Field Labs will allow you to apply the insights you gain in class to the comparative work you will be doing in the field.

Approximately **20 percent of your grade** for each course is based on your Field Lab, and other activities or assignments associated with your field experiences. Each course syllabus has a section outlining the activities for its Field Lab, and describing any Field Assignments that you will have to complete as a result of these experiences. Your syllabi should explain what you are expected to do; what forms of observation or measurement are expected of you; and how your professor will evaluate your work.

Participation in Field Labs is mandatory. When you enroll in a course, you are also automatically enrolled in the course's field lab. You cannot register for courses with conflicting Field Labs, the same way that you cannot register for two courses that meet at the same time. 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.

You should also remember your Field Labs while considering your in-port trips and travel. **Do not make any plans, either independently or through Semester at Sea programs, on days when you have a Field Lab.**

Prerequisites

Please pay careful attention to any course pre-requisites listed on the [Summer 2014 Courses and Field Labs page](#), or in the syllabi posted online. **Do not plan to register for courses for which you do not meet the prerequisite(s).** If you do, you may be removed from the course during the Drop/Add period aboard the ship.

Fourth Course

You are allowed to take a fourth course, bringing your total number of credits up to twelve. However, **we strongly advise you to avoid taking a fourth course.** The rhythm of the voyage leaves you with very little down-time, and the academic schedule is compressed. You are either in class on the ship or you are in a port: there are no weekends.

If you do require a fourth course, you may sign up for it on the ship during the Drop/Add process, after all students have had the opportunity to register for their required three courses (nine credit hours). The system will not allow you to register for a fourth course during the course registration period from April 2 to May 23, 2014.

More information about Drop/Add will be provided upon embarkation.

C. Course Registration

Online registration begins at 8:00am, EST on Wednesday, April 2, 2014. Registration is open to all confirmed students (deposit paid and processed) on a first-come, first-serve basis. You will register for courses through your MyPassport page.

Between now and April 2, you can log into MyPassport to select your preferred courses. However, the registration option will not appear on MyPassport until 8:00am on the 2nd, so **you will still need to log in to finalize your registration even if you select your preferred courses ahead of time.**

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 understanding, and encourage you to remain patient, even if you do not initially succeed in registering in your first-choice courses. Selecting your preferred courses in advance will make the process go faster for you, though loading times will still be slow.

Course registration ends at 11:59 pm, EST on Friday, May 23, 2014. After that time, you will not be able to make changes to your schedule until the Drop/Add process on the ship.

Pre-Registration Tips

- ✓ Prior to registration, know your first-choice courses, and have several alternates in mind. Log into your MyPassport page and select your preferred courses.
- ✓ Get your first-choice courses approved by your home institution as well as several alternative courses. We strongly encourage you to **get alternate courses approved**, so that you will have plenty of options during registration. If a course is still pending approval at your home school, you may still wish to register for it, so that if and when it does receive approval, you have already secured your space.
- ✓ Review the special considerations on pages 2 and 3, regarding Global Comparative Lens courses; Field Labs; prerequisites; and adding a fourth course.
- ✓ Remember that you must register for one and only one Global Comparative Lens course in addition to your two regular courses. Registration for the Lens courses, like regular courses, is first-come, first-serve.
- ✓ **Be patient.** There will be high user volume when course registration first opens. If there is one course that you absolutely must take, make sure you are ready to enroll in it right at 0800 EST on April 2.
- ✓ You will have an additional chance to modify your schedule during the Drop/Add period aboard the ship, but will only be able to add courses with space remaining. There is a small supply of textbooks onboard to accommodate students who participate in the Drop/Add process.
- ✓ 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 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 Bookstore](#) beginning **April 2, 2014**. When ordering textbooks, you will need to reference the course mnemonic (e.g., BIOL 1559-501).

Textbooks ordered through the U.Va. Bookstore before Friday, April 21, 2014 will be delivered directly to your cabin on-board the MV Explorer. To ensure delivery to your cabin, you should 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’s website](#). If you miss the April 21 deadline, you can still order your textbooks through the U.Va. Bookstore, but they will be delivered to your home address and you will have to carry them to the ship yourself.

If you choose not to purchase your textbooks through U.Va., it is your responsibility to purchase them independently, prior to embarkation, and transport them to the ship. A limited number of textbooks will be available on the ship, but they are offered to students who participate in Drop/Add process before they are made available to other students—you cannot count on being able to get your textbooks while onboard.

Students have successfully purchased and used EBooks on past voyages. If your textbook is available as an EBook, you are welcome to purchase it that way, but you must download the EBook onto your laptop, iPad, Kindle, or other similar device, prior to arrival at the ship. The internet available on the ship will not support EBook downloads.

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

III. Drop/Add (June 18, 1730-2200)

Final adjustments to your schedule can be made during the Drop/Add period aboard the ship. No course adjustments will be permitted beyond the Drop/Add period. Some courses that filled up during the initial registration period may become available during Drop/Add, due to the number of students who typically take advantage of it to adjust their schedules.

There will be a limited supply of textbooks available onboard the ship for students who make schedule adjustments during drop/add.

You may withdraw from a fourth course (transcript grade of “W”) with the approval of the Academic Dean and the instructor until July 9, 2014 (C10), **if and only if doing so does not take you below the nine-credit requirement.** After that day, you are expected to complete all of the courses for which you are registered. Students who are enrolled in three courses may not make any schedule changes after the add/drop period closes.

IV. Transcripts and the U.Va. Honor Code

At the end of the voyage, U.Va. sends a hard copy of 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 an update 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 your 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. You must submit your final transcripts to the Enrollment Department 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 record.

V. Learning Accommodations

Semester at Sea provides academic accommodations for students with diagnosed learning disabilities. If you wish to request accommodations for the Summer 2014 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 materials as soon as possible, but no later than **Monday, April 14, 2014**. Accommodations submitted after this deadline will be reviewed, but may be declined if found unreasonable due to time constraints.

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.