



**SEMESTER AT SEA®**

## Fall 2018 Course Registration FAQs

**I am getting an error when trying to register for a CSU eID. Who do I contact/how do I resolve this issue?**

Note, create/register your eID on or after April 2<sup>nd</sup>. After this time, if issues persist, please contact Semester at Sea® Tech Support: [techsupport@isevoyages.org](mailto:techsupport@isevoyages.org).

**I just paid my deposit. I need my CSU ID number and eID to register.**

The system *typically* requires two full business days to process your deposit before your CSU Student ID Number is generated and assigned. You will then be able to set up an eID and complete Registration Ready prior to having access to course registration.

**But the courses I want may fill before I can register.**

Yes. We informed all students that there were steps in the process and that the deposit was due to assure first come, first served access to registration. Not meeting that deadline has ramifications that cannot be changed.

**I can't find the detailed Registration Instructions?**

The instructions are provided as a PDF document, located atop on the [Fall 2018 Courses page](#), titled *Fall 2018 Course Registration Instructions*. These instructions include step-by-step directions, complete with screen shots.

**I tried to complete Registration Ready, but I don't know if it went through?**

Note, Registration Ready can only be undertaken on or after April 9<sup>th</sup>. When successful, you will see a message telling you that you have completed Registration Ready for the term.

**May I contact the professors before the voyage?**

After registration closes, faculty will have access to class rosters and will be in contact with students directly. If related to pre-requisite questions prior to and throughout open registration, please address them to Academic Affairs ([academic@isevoyages.org](mailto:academic@isevoyages.org)).

### **Will I be able to register for a course if I have not met the prerequisites?**

The registration system will not block you from registering for a class if you have not met the prerequisites. There is no way to program recognition of the vast and different names of courses at hundreds of colleges and universities. However, please pay careful attention to any course prerequisites listed on the [Fall 2018 Courses page](#) and within each syllabus posted online. **Do not plan to register for courses for which you do not meet the prerequisite(s), unless you have received direct permission from the teaching faculty member via Semester at Sea's Academic Affairs department.**

If you do not have the prerequisites, you will be required to drop the course during the Drop/Add period aboard the ship.

Prior to registration you should meet with your study abroad advisor and/or academic advisor at your home institution to review your past coursework and determine if these previously completed courses are generally equivalent to the stated prerequisite(s). The teaching faculty member will have final approval for determining if prerequisites have been fulfilled. These prerequisites are established to ensure students have the necessary knowledge to be successful in the course.

If after meeting with your home advisor you have questions, please contact Academic Affairs ([academic@isevoyages.org](mailto:academic@isevoyages.org)).

### **My university will not give me credit for the Global Studies course. Can the mandatory requirement be waived in my case?**

No. All students are required to take the Global Studies core course. This is the cornerstone of the program and will prepare students for in-country travel and learning.

### **When does Global Studies meet?**

There are two sections of Global Studies. You must register for one of the two sections. One section will meet on A days from 0930-1050. The other section will meet on B days from 0930-1050.

### **Will there be a Field Class for Global Studies?**

Yes. To enhance the intercultural learning within the Global Studies course, each student is required to participate in one "Global Studies Credit Eligible" Field Program. This serves as the required Field Class component of Global Studies. Students will select one program (among the programs listed as "Global Studies Credit Eligible") that appeals to their interests and works with their schedules. This one program is included in the voyage program fees.

Global Studies Credit Eligible Field Program registration will occur within the same system as Field Program registration, *not* within RAMweb. Registration for the "Global Studies Credit Eligible" Field Program will open June 5<sup>th</sup> at 9:00 am MDT and close when course registration closes on July 31<sup>st</sup>.

Students who fail to register for one of two Global Studies sections will not have access to Global Studies Credit Eligible Field Program selections on June 5<sup>th</sup> and thereafter, will similarly not have access to Field Program Registration on June 12<sup>th</sup>. Register for Global Studies to ensure you will have the greatest selection of Global Studies Credit Eligible Field Programs and the greatest selection of Field Programs.

**The meeting times of two of my Field Classes conflict, can I still take those two courses?**

No. You cannot be in two classes in which the Field Classes meet on the same day.

**I am registered in Section 1 of a course but the Field Class conflicts with a multi-night Field Program offered by Semester at Sea®. Can I enroll in the Field Class for Section 2 of the course?**

No. The Field Classes are a direct extension of the specific shipboard class section and participation is required. The Field Class and the associated Field Class assignments constitute 20% of your grade.

**Okay so can I join the multi night trip on the second night via a separate flight one day later?**

Unfortunately, the logistics of doing this are too difficult to manage, and it therefore not possible. Consequently, every effort has been made to offer alternative "Express" versions of the longer overland programs.

**I have to take \_\_\_\_\_ and the course is full. What can I do?**

Do not panic as this is a process. Many students will be adding and dropping courses in the next several days and weeks. Regularly check course capacities via your RAMweb account, specifically on the [Semester at Sea Class List](#) (accessible from the main Dropdown menu and clicking on the small arrow beside 'Registration').

Additionally, email [academic@isevoyages.org](mailto:academic@isevoyages.org), *explicitly* outlining your need, including the course prefix, course number, course title and CRN. Your need must be received in writing. Consequently, if calls are received, you will also be asked to send Academic Affairs an email.

Be aware that evidence of need will be requested of you. Such evidence must come from an officer/advisor at your home institution. Receipt of this evidence does not guarantee entry but does allow Academic Affairs to equitably track students' needs.

**I have to take \_\_\_\_\_ or I can't go on the program? What do I do?**

Semester at Sea® is happy to discuss your individual case with you, but first be patient and see if the course opens **within the first 48 hours** of open registration.

History shows the process does work (if not within the first 48 hours, over the several weeks of open registration), and know that Semester at Sea® will support you as best we can. We will work with seniors or those with inflexible course requirements.

Please email [academic@isevoyages.org](mailto:academic@isevoyages.org), *explicitly* outlining your need, including the course prefix, course number, course title and CRN. Your need must be received in writing. Consequently, if calls are received, you will also be asked to send Academic Affairs an email.

Be aware that evidence of need will be requested of you. Such evidence must come from an officer/advisor at your home institution. Provision of a credit transfer form alone is not sufficient.

There are capacity limits to ship classrooms, seats, and the ship on whole and so until course registration demands become reality we can make no firm promises.

### **Is there a wait list?**

No. There is no wait list within the RAMweb system for entry into Semester at Sea® courses.

ISE will support you as best we can. We will work with seniors or those with inflexible course requirements, but cannot ever guarantee entry into a class.

Be aware that evidence of need will be requested of you. Such evidence must come from an officer/advisor at your home institution. Receipt of this evidence does not guarantee entry but does allow Academic Affairs to equitably track students' needs.

### **The registration system says there is a Lab or Recitation that I must register for, but I don't know the times to see if it conflicts.**

These recitations or labs are built into the listed class times. They do not indicate additional meeting times.

Students will need to register for the course and the associated recitation or lab with two different CRNs. Both the course CRN and the recitation/lab CRN must be entered into RAMweb at the same time. These CRNs are listed on the [Fall 2018 Courses page](#) as well as on the [Semester at Sea Class List](#) (accessible from the main Dropdown menu and clicking on the small arrow beside 'Registration') when logged in RAMweb.

### **I want to take *Issues in Environmental Economics*. It is listed as both AREC 240 and ECON 240. Which should I register for?**

It is a cross listed course at CSU. If you want AREC (Agriculture & Resource Economics) credit – AREC listed on your CSU transcript – select the AREC course. If you want ECON (Economics) credit– ECON listed on your CSU transcript – select the ECON course.

### **I want to register in ECON 240 but it is full. Can I register in AREC 240?**

Register for AREC 240 to secure the seat. Then contact [academic@isevoyages.org](mailto:academic@isevoyages.org) to indicate that you would prefer the course to show up on your transcript as ECON 240. ISE Academic Affairs will make the switch on your behalf.

### **When can I register for my 5th course?**

If you have received approval to take a fifth course from your study abroad advisor or academic advisor, the approval has been provided to Academic Affairs in writing ([academic@isevoyages.org](mailto:academic@isevoyages.org)), and this written approval has been acknowledged by Academic Affairs, you will be able to add the fifth course to on or after **May 15, 2018**. This registration option will open at 8:00 am Mountain Daylight Time on the 15th.

Approval messages from this advisor should be sent to Academic Affairs no later than *Friday, May 11th*, to ensure ready access on May 15<sup>th</sup>. Approval messages received after May 11<sup>th</sup> may prevent immediate access on the 15<sup>th</sup>.

A few select universities universally require students to take 15 credits/5 classes. Students enrolled at these institutions do not require individual written approval from a home university advisor, however these students may need to identify themselves to ISE Academic Affairs staff, if admitted after May 1<sup>st</sup>. If you are unsure if your university is among these institutions, inquire with Academic Affairs. Do not assume.

### **May I ship textbooks to the ship?**

No. Semester at Sea<sup>®</sup> does not have the ability to accept mailed textbooks at the ship or to distribute them on the ship. You are responsible for bringing your textbooks with you to the ship.

### **Where can I purchase my textbooks?**

The Colorado State Bookstore will have all Semester at Sea<sup>®</sup> textbooks available for purchase in store or on online: [www.bookstore.colostate.edu](http://www.bookstore.colostate.edu). Books should be purchased no later than August 1<sup>st</sup> to ensure receipt prior to your travels to Hamburg. International students should allow more time for international postal deliveries to their home. Students may purchase texts from other retail outlets, but should compare prices and decide accordingly. Additionally, **ONLY** texts purchased from the CSU Bookstore can be returned to the Campus Store on the ship. This is important to note, if you think you may participate in Drop/Add on the ship. Tuck your receipt in the inside cover of one of your texts.

### **Does CSU/Semester at Sea have AACSB accreditation?**

Yes.

### **My university will not transfer grades so I only need to take courses pass/fail.**

All Colorado State University (CSU) coursework is assessed through letter grades as noted on each course syllabus. Consequently, pass/fail is not an option for Semester at Sea<sup>®</sup> courses. Your CSU transcript will list letter grades.

You should confirm with your home institution how your CSU classes, credit hours, and grades will be evaluated and transferred, as policy and procedure will vary across universities.

Regardless of how your home university will transfer your Semester at Sea® coursework, it is wise to remember that if you apply for graduate school in the future, original transcripts will be required and study abroad grades will be included in your academic record. Employers too may request original transcripts of all institutions attended. CSU is among these institutions for Semester at Sea® students.

**I have a learning accommodation request. What do I do?**

Please have your accommodations office at your current institution send documentation of your approved learning accommodations (dated within the last three years) to Academic Affairs at [academic@isevoyages.org](mailto:academic@isevoyages.org).

This documentation should be provided on an institutional form or letterhead, emailed as a PDF document no later than **July 9, 2018**, two months prior to the voyage. Accommodation requests submitted after this deadline will be reviewed but may be declined if found unreasonable due to time constraints.

**My home institution or student loan provider is requiring enrollment verification.**

Once your registration is complete, email Academic Affairs ([academic@isevoyages.org](mailto:academic@isevoyages.org)) for assistance.