



SEMESTER AT SEA®

Fall 2018

Course Registration Packet

Opens: May 8, 2018 (8:00 am MDT)

Closes: July 31, 2018 (11:59 pm MDT)

You can find a listing of all Semester at Sea® courses, the meeting times, and the dates of Field Classes, on the [Fall 2018 Courses and Field Classes page](#). All students must register in the required core course, IE 300 Global Studies. You may then select three additional courses for a **total of four courses or 12 credits**. (See below for 5th course approvals.)

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

Course registration is available on a first-come, first-served basis. **You should obtain course approval for four to five alternatives, in addition to your three first-choice courses. We cannot guarantee that any student will be able to enroll in a specific course**, so it is important to have options and alternatives well thought out prior to registration.

You are responsible for knowing any restrictions on course selections from your home institution education abroad office or academic advisor. Follow your home university procedures to confirm how Colorado State University courses will transfer toward your degree requirements. Complete syllabi for all courses are accessible through the [Fall 2018 Courses and Field Classes page](#).

Unless necessary, we encourage you to avoid enrolling in more than one course with the same professor. This allows you the experience of varied perspectives in your classes.

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IE 300 Global Studies

The core course of the voyage, Global Studies, is required of all students, and you must register in one of the two sections. Global Studies provides an integrated, interdisciplinary introduction to each of the countries visited on a given itinerary. The course examines the traditional and changing systems and values of a country and its cultures, while providing the fundamental

knowledge necessary to prepare students for field activities in the host country. Global Studies is designed to help students deepen their understanding of specific features of contemporary life and culture (such as politics, religion, environment, art, music, family systems, and health). This common course is also designed to take maximum advantage of the opportunity for students to think critically about their own societies and global change. Specifically designed pre- and post-port class sessions examine patterns of cultural interaction and communication to promote intercultural competency and self-awareness among Semester at Sea® students.

Students who fail to register for Global Studies will neither have access to Global Studies Credit Eligible Field Program selections on June 5th, nor to Field Program Registration on June 12th.

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.

Field Classes

One of the most unique and exciting parts of studying on a Semester at Sea® voyage is having an opportunity for experiential learning in your Field Classes. Professors design Field Classes to uniquely enhance the learning of each individual course. The Field Class is an integral part of your experience in every class. Semester at Sea's remarkably rich and diverse set of Field Classes will allow you to apply insights from class to the comparative work you will be doing in the field.

20 percent of your grade for each course is based on your Field Class and other activities or assignments associated with your field experiences. Each course syllabus has a section outlining the activities for its Field Class and describes any Field Assignments that you will have to complete as a result of these experiences.

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

Do not make any plans, either independently or via purchasing Semester at Sea® Field Programs, on days when you have a Field Class.

Prerequisites

Please pay careful attention to any course prerequisites listed on the [Fall 2018 Courses and Field Classes page](#) and within the syllabi accessed from the courses page. **Do not plan to register for courses for which you do not meet the prerequisite(s).** If you do not have the prerequisites, you will be required to drop the course during the Drop/Add period aboard the ship.

Apart from IE 300 Global Studies, Gap Year students should only register for lower division courses (100-299) and lower division courses with no prerequisites.

Prior to registration you should meet with your academic advisor at your home institution to review your previous course work and determine if course prerequisites are generally equivalent to the stated prerequisite(s) within the syllabus. The course instructor 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 you have questions after meeting with your home advisor, please contact academic@isevoyages.org.

Fifth Course

With advance approval from your home institution, you are allowed to take a fifth course, bringing your total number of credits to 15. However, **ISE strongly advises you to avoid this**, even though a five-course load is a standard load at many universities. The rhythm of the voyage will leave you with very little down-time, and the academic schedule is compressed. You will either be in class on the ship, or you will be in a port. There are no weekends. Students taking a fifth course typically devote 1-2 port days to their additional coursework.

If you require a fifth course and you have received approval from your advisor, your advisor should provide this approval in writing to Academic Affairs (academic@isevoyages.org). Upon acknowledgement of this approval, you will have the opportunity to register for a fifth class on or after May 15th (8:00am MDT) – after all students have had the opportunity to register for their required four courses. CSU RAMweb will not allow you to register for a fifth course without completion of this preauthorization process.

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 1st. If you are unsure if your university is among these institutions, inquire with Academic Affairs. Do not assume.

You may *drop* a fifth course until September 12 (B1) with no notation on your transcript. You may *withdraw* from a fifth course with the approval of the Academic Dean and the instructor between September 13 (A2) and October 17 (B10). Your transcript will reflect a grade of “W.” After October 17 (B10), you must complete all courses in which you are registered.

Setting up your eID (online electronic identity)

In order to register for courses through CSU RAMweb all non-CSU students need to set up an online electronic identity (eID). CSU students will use their already established eID. Review the *Course Registration Instructions* and the Self Service Portal section of your My Passport page for instructions. Often after creation of an eID there is a delay in successfully accessing RAMweb. Please plan accordingly. ISE recommends you allow no less than 24 hours between creating your eID and accessing RAMweb. In short, you will want to create your eID well in advance of the first day of registration. **Write down your eID credentials (self-selected username and password)**, as you will use your eID to login to RAMweb.

Registration Ready

Before you can access course registration within RAMweb, you must complete Registration Ready. Registration Ready consists of a series of questions and prompts to which students are

required to respond. Review the *Course Registration Instructions* for screen-by-screen instructions for completing this pre-registration step.

Registration Open Day: May 8th

Online registration begins on May 8 in CSU RAMweb. Registration opens at the following times:

10:00am Eastern Daylight Time
9:00am Central Daylight Time

8:00am Mountain Daylight Time
7:00am Pacific Daylight Time

Registration is open to students whose deposits have been paid AND processed, on a first-come, first-served basis. Review the *Course Registration Instructions* for screen-by-screen instructions.

You should review the courses listed on the Semester at Sea® website [here](#) and build your preferred class schedule, as well as a couple of alternate schedules. **Be sure to note the CRN (Course Record Number) for each preferred course; you will need these numbers when registration is open.**

When registration first opens, many students will be attempting to register. Those logging in between 8:00am and 9:00am MDT can expect slow loading times and delays. Please remain patient even if you do not initially succeed in registering for your first-choice courses.

Course registration will close at 11:59 pm MST on July 31, 2018. Thereafter, you will not be able to make changes to your schedule until Drop/Add on the ship.

Pre-Registration Tips

- ✓ Login to your Semester at Sea® My Passport and go to the Participant Self Service Portal to retrieve your CSU Student ID number.
- ✓ Make note of your CSU Student ID number.
- ✓ Using your CSU Student ID number, set up your CSU eID (electronic identity).
- ✓ Login to RAMweb and complete Registration Ready
- ✓ Login to RAMweb to view the [Semester at Sea® Class List](#) or review the Semester at Sea® Courses and select your preferred courses and alternates prior to May 8.
- ✓ Get your three first-choice courses approved by your home institution, as well as 4-5 alternates, so that you will have plenty of options during open registration.
- ✓ Remember that you are REQUIRED to take IE 300 Global Studies and must register for one of the two sections.
- ✓ **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 register for it right at 8:00am MDT on May 8th. This will ensure your best chance for success.

- ✓ You will have opportunities to modify your schedule throughout the open registration period (through July 31, 2018). Final modifications can be made during the Drop/Add period aboard the ship on a space available basis.

Textbooks

Once you have finalized your class schedule, you may purchase your required textbooks online through the Colorado State University Bookstore. Textbooks will be shipped to your home address, and you will bring them with you to embarkation. Having them mailed to the ship is not an option. When ordering textbooks, you will need to reference the course prefix and course number (e.g., ANTH 120). Further details will be available on the [CSU Bookstore's website](#).

Order your textbooks well in advance of embarkation, allowing enough time for them to be shipped to your home address prior to your departure for Hamburg. To account for shipping time, the CSU Bookstore advises that orders should be placed no later than August 1, 2018 for posting domestically within the U.S. or to an international address.

If you choose not to purchase your textbooks through CSU, it is your responsibility to buy them independently. **You cannot plan to buy your textbooks onboard.**

If you plan to use e-books, you must fully download them to your device prior to arrival at the ship. The Internet on the ship will not support e-books that are not fully downloaded in advance of embarkation.

Drop/Add (B1, September 12th in the evening)

Final adjustments to your schedule can be made during the Drop/Add period aboard the ship. Course adjustments will not be permitted beyond the Drop/Add period (apart from withdrawing from a fifth class, as noted above). Some courses that fill during the initial registration period may become available during Drop/Add. There will be a limited supply of textbooks onboard the ship, available *only* for students who make schedule adjustments during Drop/Add.

Learning Accommodations

ISE provides academic accommodations for students with diagnosed learning disabilities. If you wish to request accommodations, please have the appropriate office at your current institution provide documentation of the approved learning accommodation(s) you are presently receiving. (Do not send diagnostic details.) Email your letter of approved accommodations, dated within the last three years, to 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.

Documentation will be reviewed and subsequent conversations initiated, if warranted. Students who have properly submitted documentation will receive a letter outlining the outcome of the review process. Letters will be emailed no earlier than four weeks prior to the voyage.

End-of-Voyage Transcripts

Courtesy Transcript Included with Program Fees

At the end of the voyage, within two weeks' time, Colorado State University will send one paper copy of your official transcript to your home institution, via USPS first-class mail. This transcript is included in your program tuition and fees. At the time of deposit, you electronically signed a form that gave consent for CSU to release your grades to your home institution, the institution which approved you to study abroad. This is the only institution to which your record will be released.

Transcript for Gap Year Students

Students admitted as Gap Year students will receive their transcripts at their permanent home address. Transcripts cannot be sent to an institution to which you have been admitted, as we have no means to ensure the accuracy of the address or recipient.

Transcript Address Verification

Prior to embarkation and again near the end of the voyage, you will be promoted to verify the address to which your transcript will be sent. The transcript address will be listed in your My Passport Self-Service Portal and available for you to verify when prompted. You will need to request an address change if you believe the mailing address, receiving office or recipient at your home institution is no longer up-to-date. If this verification step is not completed, your official transcript may be sent to an incorrect address, office or person, for which ISE cannot be held responsible. An additional/replacement transcript cannot be sent as a courtesy if this happens. An incorrect address will delay the transfer of your credits.

Additional and Alternative Transcript Copies

If you require additional copies, a different format (e.g. digital/eTranscript) or an expedited copy (i.e. via courier), you may place an order via RAMweb, using your eID credentials (self-selected username password). A number of options and delivery methods are available: <https://registrar.colostate.edu/student-resources/transcripts/>.

End-of-Voyage Transcript Holds

At end of voyage, all students will have a hold placed on their transcripts. Final grades must be rolled to students' permanent records. (We do not want students ordering blank transcripts.) Simultaneously, account reconciliation must occur between shipboard accounts and accounts held at the home office. **This is standard practice and is typically completed within five to 10 business days following disembarkation. Once the reconciliation process is complete, holds will be lifted and transcripts distributed accordingly.** Transcript holds will only remain on those students' accounts that have outstanding balances. Transcripts will be released only when balances are paid in full.

Questions?

If you have any questions about course registration and the considerations as outlined above, please contact ISE's Academic Affairs department at 1-970-491-1131 or email academic@isevoyages.org.