



## SEMESTER AT SEA®

### Spring 2020

### Course Registration Packet

Opens: October 8, 2019 (8:00 am MDT)

Closes: December 2, 2019 (11:59 pm MST)

You can find a listing of all Semester at Sea® courses, the meeting times, and the dates of Field Classes, on the [Spring 2020 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 5<sup>th</sup> 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 days 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/graduation requirements. Complete syllabi for all courses are accessible through the [Spring 2020 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 Semester at Sea® voyage is Global Studies. It is required of all students, and you must register for one of two sections. Global Studies utilizes an interdisciplinary approach to enhance students' understanding of the interconnected and interdependent world. This requires building thinking skills – how to observe, analyze, reflect, and integrate new

insights. From this understanding, students gain a deeper appreciation for their own roles in the world and the responsibility for being engaged stewards. Global Studies focuses on and integrates three core themes: Port Country Discovery, Intercultural Competency, and Oceans and Sustainability. These three themes inform about the countries along the voyage, provide insights into the people who live in these countries, and build understanding about how the people in these countries and around the world are impacted by and have impact on the oceans and the broader Earth ecosystem. Ultimately, the integration of the themes builds the capacity for students to be aspiring global citizen who bring the confidence to explore, engage and contribute, as well as, the humility to continually learn and be changed by new experiences.

## 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 class, you are automatically enrolled in the Field Class for that given class.

**Do not make any plans, either via Semester at Sea® Field Programs or personal travel, on days when you have a scheduled Field Class.**

## Prerequisites

Please pay careful attention to any course prerequisites via the [Spring 2020 Courses and Field Classes page](#) (by clicking on the specific class, listed alphabetically by discipline) and within the syllabi accessed from the class-specific 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 – courses numbered between 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) on the class-specific page and 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](mailto: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 standard 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](mailto:academic@isevoyages.org)), **no later than Friday, October 4<sup>th</sup>**. Upon acknowledgement of this approval, you will have the opportunity to register for a fifth class on or after October 15<sup>th</sup> (8:00 am 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 October 1<sup>st</sup>. 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 January 7<sup>th</sup> (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 January 8<sup>th</sup> (A2) and February 9<sup>th</sup> (B10). Your transcript will reflect a grade of “W.” After February 9<sup>th</sup> (B10), you must complete all courses for which you are registered.

## Setting up your eID (online electronic identity)

In order to register for courses through RAMweb – CSU’s student portal – 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 (under ‘Academic Information’ > ‘CSU EID’) of your My Voyage 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 (also within RAMweb). 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. **You may complete Registration Ready on or after September 23<sup>rd</sup>.**

## Planning Your Class Schedule

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

**Note: The 'Plan Ahead' function in RAMweb will not work for Semester at Sea® class sections.** If you try to use this function, you will mistakenly be selecting class sections scheduled to be taught on the Colorado State University campus in Fort Collins not those on the *MV World Odyssey*. This will interrupt timely registration of your preferred classes.

Further, lunch is served daily from 11:30-13:30 only. Unlike your home campus, multiple dining options and extended dining times are not available on the *MV World Odyssey*, and of course, off campus options do not exist. Plan accordingly.

If registering for an A day course at 11:10, do not also register for an A day course at 12:40 and vice versa.

Similarly, if registering for a B day course at 11:10, do not register for a B day course at 12:40 and vice versa.

If you do not take this direction, you will be opting to forego lunch. In such instances the only dining option available to you is the snack bar. The snack bar has limited food options and food for purchase only.

Breakfast is served daily between 0700 and 0830. Dinner is served daily between 1730 and 1930.

## Registration Open Day: October 8th

Online registration begins on October 8th in CSU's RAMweb. Registration opens at the following times:

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

**8:00 am Mountain Daylight Time**  
**7:00 am 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.

When registration first opens, many students will be attempting to register. Those logging in between 8:00 am and 9:00 am 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 remain open until 11:59 pm MST on December 2, 2019. Thereafter, you will not be able to make changes to your schedule until Drop/Add on the ship (January 7<sup>th</sup>).

### **Pre-Registration Tips**

- ✓ Login to your Semester at Sea® My Voyage account and go to the following to retrieve your CSU Student ID number: 'Academic Information' > 'CSU EID'.
- ✓ Make note of your CSU Student ID number.
- ✓ Using your CSU Student ID number, set up your CSU eID (electronic identity: username and password).
- ✓ Login to RAMweb and complete Registration Ready (on or after September 23<sup>rd</sup>).
- ✓ Login to RAMweb to view the [Semester at Sea® Class List](#) or review the Semester at Sea® Courses [here](#) and select your preferred courses and alternates prior to October 8<sup>th</sup>.
- ✓ Get your three first-choice classes 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 8:00 am MDT on October 8<sup>th</sup>. This will not guarantee entry but will ensure your best chance for success.
- ✓ You will have opportunities to modify your schedule throughout the open registration period (through December 2<sup>nd</sup>). 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 San Diego. To account for shipping time, the CSU Bookstore advises that orders should be placed no later than December 1, 2019 for posting domestically within the U.S. or to an international address. This will also account for potential delays that are more likely to occur during the high volume of shipping that occurs in advance of the holidays.

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, January 7<sup>th</sup> 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](mailto:academic@isevoyages.org).

This documentation should be provided on an institutional form or letterhead, emailed as a PDF document no later than **November 4, 2019**. It can take up to two months to process accommodation requests; therefore, any that are 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. Posting the transcript to the home address also prevents any unintended consequences with regards to students' designated class standing upon arrival at the institution to which students have been admitted, particularly as it relates to potential financial aid and scholarships for which students may be eligible.

### **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 Voyage 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 such as FedEx), 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 the end of the 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 students' 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' RAMweb accounts that have outstanding balances. Transcripts will be released only when balances are paid in full.

**Questions?** Please contact Academic Affairs at 970-491-1131 or [academic@isevoyages.org](mailto:academic@isevoyages.org).