



SEMESTER AT SEA®

Spring 2017

Course Registration Packet

Opens: October 13, 2016 (8:00am MDT)

Closes: December 6, 2016 (11:59pm MST)

You can find a listing of all courses, their meeting times, and the dates of their Field Classes, on the [Spring 2017 Courses and Field Classes page](#). All students are registered 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 in courses that meet at the same time on the ship or that have Field Classes scheduled for the same dates in port.

Course registration operates on a first-come, first-served basis. **You should obtain transfer approval for four to six alternatives, in addition to your three first-choice courses.** We cannot ever guarantee that any student will be able to enroll in a specific course, so it is important to have options 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 are available for each course through the website referenced.

Unless absolutely necessary, we encourage you to avoid enrolling in more than one course with the same professor in order to experience a variety of perspectives in your classes.

Special Registration Considerations

When planning your course selection, please consider the following information about Global Studies, Field Classes, prerequisites, and adding a fifth course.

IE 300 Global Studies

The core course for the voyage, Global Studies, is required of all students and you will automatically be enrolled in this course. 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.

Field Classes

One of the most unique and exciting parts of studying on Semester at Sea is having an opportunity for experiential learning in your Field Classes. Professors design their Field Class for each course individually, and they become an integral part of your experience in a 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.

Approximately **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 enroll in a course, you are automatically enrolled in the course's Field Class.

Do not make any plans, either independently or through Semester at Sea programs, on days when you have a Field Class.

Prerequisites

Please pay careful attention to any course prerequisites listed on the [Spring 2017 Courses and Field Classes 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 not have the prerequisites, you may be required to drop the course during the Drop/Add period aboard the ship.

Prior to registration you should meet with your academic advisor at your home institution to review your past course work to determine if course prerequisites are generally equivalent to the stated prerequisite. The course instructor will have final approval for determining if prerequisites have been fulfilled. These prerequisites are established to assure students have the necessary knowledge to be successful in upper division coursework.

If after meeting with your home advisor you have questions please contact Academic@isevoyages.org.

Fifth Course

With advance authorization, you are allowed to take a fifth course, bringing your total number of credits up to 15. However, **we strongly advise you to avoid this**, even though five courses is the standard load at many universities. 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. Students with a fifth course typically devote 1-2 days in each port to their additional coursework.

If you do require a fifth course, you may sign up for it on October 20, after all students have had the opportunity to register for their required four courses (12 credit hours). CSU RAMweb will not allow you to register for a fifth course without preauthorization. Please email academic@isevoyages.org with any questions about fifth courses.

You may *drop* a fifth course until January 8 (B1) with no notation on your transcript. You may *withdraw* from a fifth class with the approval of the Academic Dean and the instructor between January 9 (A2) and February 9 (B10). Your transcript will reflect a grade of "W." After February 9 (B10), you must complete all courses in which you are registered.

Setting up your eID

In order to register for courses through CSU RAMweb all non-CSU students will need to set up an eID. CSU students will utilize their already established eID. Review the [Course Registration Instructions](#) and the Self Service Portal section of your MyPassport page for instructions. Once you create your eID, you must wait five hours for it to be effective before logging into RAMweb so you will want to do this well in advance of the first day of registration. You will use this eID to log onto RAMweb so **be sure to write down your CSUID, user name and password.**

Registration Ready

Before students can access registration they must complete Registration Ready. Follow the instructions below to complete this PRE-REGISTRATION step. Review the [Course Registration Instructions](#) for screen-by-screen instructions.

Course Registration

Online registration begins on October 13 in CSU RAMweb. Registration opens at the following times:

**10:00am Eastern Standard Time
9:00am Central Standard Time
8:00am Mountain Standard Time
7:00am Pacific Standard Time**

Registration is open to all students whose deposits have been paid and processed, on a first-come, first-serve basis. Review the [Course Registration Instructions](#) for screen-by-screen instructions.

Between now and October 13th, you should review the courses listed on the Semester at Sea website [here](#) and build your preferred class schedule. **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 from 8:00am-9:00am MDT can expect slow loading times and delays. Please remain patient even if you do not initially succeed in registering in your first-choice courses.

Course registration ends at 11:59 pm MST on December 6. After that, you will not be able to make changes to your schedule until Drop/Add on the ship.

Pre-Registration Tips

- ✓ Log into your Semester at Sea MyPassport and go to the Participant Self Service Portal.
- ✓ Make note of your CSU ID number.
- ✓ Set up your CSU eID.
- ✓ Log into RAMweb and complete Registration Ready
- ✓ Log into RAMweb to view the Semester at Sea Class List or the SAS Course and Field Class page and select your preferred courses before October 13.
- ✓ Get your first-choice courses approved by your home institution, as well as 4-6 alternates, so that you will have plenty of options during registration.
- ✓ Remember that you are REQUIRED to take IE 300 Global Studies. You will be automatically registered in this course and may not drop it.
- ✓ **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 8:00am MDT on October 13.
- ✓ You will have an additional chance to modify your schedule during the open registration until December 6, 2016 and during the Drop/Add period aboard the ship on a space available basis.

Textbooks and Art Supplies

Once you have your final schedule in place, you can purchase your required textbooks online through the Colorado State University Bookstore. They will be shipped to your home address to bring with you to embarkation. There is no option of having them mailed to the ship. When ordering textbooks, you will need to reference the course prefix and course number (e.g., ANTH 120). Instructions for ordering textbooks are available on the [CSU Bookstore's website](#).

Make sure that you order your textbooks with enough time for them to be shipped to your home address. The CSU Bookstore advises that to account for shipping time you must order by December 1, 2016 for mailing to either a U.S. or 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 download them onto your device prior to arrival at the ship. The internet on the ship will not support e-book downloads.

Drop/Add (B1, January 8th 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 filled during the initial registration period may become available during Drop/Add. There will be a limited supply of textbooks available onboard the ship only for students who make schedule adjustments during Drop/Add.

Transcripts

At the end of the voyage CSU will send a hard copy of your official transcript to your home institution. At the time of deposit, you electronically signed a form that gave consent for CSU to release your grades to your home institution. Regardless of how your grades transfer (letter grade or transfer credit only), they are a permanent part of your academic record. If you have transferred to a different school, please contact us to update your transcript address.

Learning Accommodations

Semester at Sea provides academic accommodations for students with diagnosed learning disabilities. If you wish to request accommodations, please have the appropriate office at your home institution email your letter of approved accommodations to academic@isevoyages.org.

Please submit these materials as soon as possible, but no later than **November 19**. Accommodations submitted after this deadline will be reviewed, but may be declined if found unreasonable due to time constraints.

Questions?

If you have any questions about course registration, please contact us at 1-800-854-0195 or email academic@isevoyages.org.