Undergraduate Exchange Student Course Selection Form  
Winter Quarter 2016  

Please return page 3 of this form via email to your study abroad coordinator by November 2, 2015

General Instructions

Using the Selection Form on the third page of this document, please identify your dream schedule for 2016 Winter Quarter at DU that totals 12-18 credits and is free of time conflicts. In addition, please list at least 8 alternative classes (you can choose to list more) that can be considered if we cannot register you for one of your preferred classes. Please list your alternative classes in the order in which you’d like them to be considered if needed. For both your dream and alternative class lists, focus on classes that have at least 3 remaining seats (see instructions below). For your dream class list, check the course days and times to make sure that they do not conflict with each other. For your alternate list, you should also pay attention to days and times so you know what combinations may or may not be possible. You will need to provide the course name, CRN number, course number, days and times the class meets, the complete course catalog description, any past courses you have taken that you believe meet any prerequisites for the course, remaining seats in the class and whether you have received email permission from the professor (explained on Page 2). Please email the completed form back to us by November 2.

You will find the course schedule at: http://pioneerweb.du.edu. Please follow the DU Online PioneerWeb Instructions for more information on how to find classes online; however, please be aware you will not actually register online for this term. The system does not allow you to register yourself until you arrive on campus, so we will be registering you manually in the fall. Therefore, in step 2 of the instructions, instead of choosing “Register for Classes” please choose “Browse Schedule.” Use all remaining steps to help you navigate the information you are pulling up. Use that information to complete the attached form.

We are asking you to list more classes than you will take in reality so that we have best chance of filling your course schedule before your arrival. While we cannot guarantee registration in any particular course, we will attempt to pre-register according to your preferences. We hope to have a full schedule for you completed later this fall. You will be able to adjust your schedule once you are in Denver, and there is an Add/Drop period for each quarter, but it is best to start with a full-time schedule.

Scheduling Terms and Codes

Here are some terms and codes you will need to know while navigating the online system:

- **Status**: This section will let you know if there are seats available in the class or FULL to capacity, and whether there are open spaces on a waitlist (be aware that there is no guarantee waitlisted students will be offered a spot in the course)
- **Meeting Times**: This section will let you know when the class meets, which you will need to list on your form. Remember that at DU attendance is mandatory for ALL class meeting sessions unless otherwise specified by the instructor
- **Course number**: This is the actual course number for the class
- **CRN**: This is the registration code for the class and differentiates between different sections of the class taught in the same quarter. You will need this number for your registration form
- **REM**: Seats remaining in the course. You should only list classes that have at least 3 remaining. If you are interested in classes that are full, please see the next section
- **Hours**: These are the credit hours of the class. Full time students must have between 12-18 hours per quarter
- **1000 level (1st year, introduction); 2000 level (2nd/3rd year); 3000 level (3rd/4th year); 4000 level (graduate level—need special permission, see next section)**

Prerequisites and the Course Catalog Description

- Click on the course name to be taken to a more detailed screen which includes information on any additional fees, a brief description, a sample syllabus, any prerequisites (classes that you must have taken BEFORE registering for this class) or corequisites (classes you must be enrolled in at the same time) etc.
  - Please cut and paste the entire description and prerequisites for all courses you are considering and include it in the Selection Form.
- If you have taken a course that is similar and feel you have completed the required prerequisite, please go ahead and add the course to your schedule. However, please LIST any course(s) you have taken in the past that you think meet this requirement, including a brief description of what the course covered.

Office of International Education · International House · 2200 S. Josephine St. · Denver, CO 80208
We will verify prerequisites whenever possible using your transcript. We may be in touch if we need more information.

**When do I need a professor’s permission?**

There are three scenarios where you will need a professor’s permission to be registered for the class:

- A class is FULL
- A graduate level (4000) class—It can be hard to get a professor’s permission for these courses unless you have a very strong background in the subject and have taken high level courses in this subject before
- A class has a pre-requisite that we cannot confirm based on your transcript and the description of past classes you provide in your Course Selection Form

In each of these cases, you will need to email the professor to gain permission to be registered. The “Instructor” section online lists the name of the professor, which links to their email address. We have attached a Sample Professor Email with suggestions on what to include in your email. If you receive a positive response from the instructor that states his/her permission to allow you into the course, please forward the email to us and mark the “Professor Permission Email Attached/Forwarded” section of your registration form; we may be able to use this email to register you for the course.

You should only include a course in one of these categories on your Course Selection Form if you have already received permission from the professor and have attached/forwarded their emailed permission. If you are interested in one of these courses and receive an approval email from the professor after submitting your form, please forward it to Stephanie.Roberts@du.edu and we can let you know if we can make the change in your schedule or if you should make the change on your own once you arrive on campus.

**Add/Drop Period**

At the start of each quarter at DU there is an Add/Drop period where you can make adjustments to your schedule as needed.

- **Adding Classes**
  - You can add classes on your own throughout the first 7 days of the quarter. After that, you need an official Add/Drop slip (which you can get at the Registrar’s Office) which must be signed by the professor.
  - Please note that after Week 1 of classes it is EXTREMELY HARD to get permission to add a class. This is because the quarter is only 10 weeks long. You should ensure that you have a full schedule no later than the first week of the quarter.
  - Remember your exchange is limited to a maximum of 18 credits per quarter. If you wish to enroll in more, you will need to pay DU independently for each additional credit. Please speak with Stephanie first to understand the costs associated.

- **Dropping Classes**
  - You can drop classes on your own throughout the first 5 days (Monday-Friday) of the quarter.
  - Any classes dropped after that time will be listed with a W (withdrawn) on your transcript. This means the class will appear on your transcript but you will not get credit hours for the course.
  - Classes may be dropped without the professor’s permission through Week 6 to receive a W and no credit.

Keep in mind that as an exchange student you are REQUIRED to maintain full-time enrollment (12-18 DU credits per quarter). Failure to do this can jeopardize your immigration status and may lead to terminating your placement at DU.

More information on adding and dropping classes can be found on the Registrar’s website here: [http://www.du.edu/registrar/registration/adddrop.html](http://www.du.edu/registrar/registration/adddrop.html)
Undergraduate Exchange Student Course Selection Form

Please return this form via email to your study abroad coordinator by Nov 2, 2015

Student name: 

See next page for an example entry:

**Dream Schedule: (12-18 DU credits total)**

<table>
<thead>
<tr>
<th>Course name</th>
<th>CRN</th>
<th>Course Number</th>
<th>Meeting Times</th>
<th>REM</th>
<th>Past Classes (and description)</th>
<th>Professor Permission</th>
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Copy and paste the Catalog Description and Prerequisites for all courses you are listing here:

1. 
2. 
3. 
4. 

**Alternatives Courses - DO NOT REPEAT CLASSES FROM PREVIOUS SCHEDULES**

<table>
<thead>
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Sample Course Selection Entry

Example:

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</tr>
</thead>
<tbody>
<tr>
<td>1. Environment, Security, and Conflict</td>
<td>2697</td>
<td>INTS 3520</td>
<td>TT 12-1:50</td>
<td>11</td>
<td>Introduction to the Global Economy: I took this class last fall, which covered introduction to global economic markets and issues created by integrating international economies. I feel this relates to INTS 1500. Introduction to International Relations: I took this class last fall which dealt with global politics and relations between nations. I feel this relates to INTS 1700</td>
<td>Not needed for this class</td>
</tr>
</tbody>
</table>

Copy and paste the Catalog Description and Prerequisites for all courses you are listing here

1. Prerequisites: INTS 1500 (Contemporary Issues in the Global Economy) and INTS 1700 (Introduction to International Politics). Description: This class examines the intersection between the environment and security, and the ways in which "green" issues can lead to international conflict, either as underlying causes or as catalysts. The class looks at a variety of broadly defined environmental factors, including competition for scarce resources and environmental degradation that occur both naturally (e.g., desertification) and by the hand of man (e.g., the contamination of soil because of munitions, land mines, etc.). It considers the potential for weather modification as both a means of cooperation and as a military tool. We pay particular attention to an overriding environmental concern: water and its ownership, management and use. A continual determinant of internal and external policy, water has the potential for becoming either a fundamental political weapon or a means for cooperation that could provide a basis for wide-ranging regional stability. Additional, we look at the significance of oil as a natural resource and as a security issue, regionally and internationally. Prerequisites: INTS 1500 and INTS 1700.