Using the Course Selection Form on page three of this document, please identify your:

**DU Dream Schedule for Winter 2017**
- Must totals 12-18 credits
- Must be free of time conflicts
- For your dream class list, check the course days and times to make sure that they do not conflict with each other.

**8+ Alternative Courses for Winter 2017**
- List at least 8 classes that can be considered if you cannot register for one of the classes in your dream schedule
- List these alternative courses in the order in which you’d like them to be considered
- Pay attention to days and times so you know what combinations of classes may or may not be possible

Please email the completed form and a copy of your transcript in English back to us by October 20, 2016. This deadline will make you more likely to get classes you want because there are more class openings before DU continuing students’ registration times. Once we receive your form, you will be given a registration time for November 1 to actually register for classes.

**Finding Classes**
You will find the course schedule on PioneerWeb (pioneerweb.du.edu) starting on October 10. You will need to plan ahead using the Undergraduate Exchange Student Course Selection Form on page three. On that form, you will list the information for the courses you’d like to take at DU. Please follow the Registrar’s Building Registration Plans guide to find classes online and build registration plans. Zawdie Ekundayo (Zawdie.Ekundayo@du.edu) can help support your registration.

The Course Selection Form on page three asks you to list more classes than you will actually take so that you have best chance of filling your course schedule before your arrival. While we cannot guarantee registration in any particular course, this form will help us understand your pre-registration preferences. You will be able to adjust your schedule once you are in Denver, and there is an add/drop period for each quarter (see below), 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. You will need to list those with an asterisk (*) on your Course Selection Form.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite*</td>
<td>classes that you must have taken BEFORE registering for this class</td>
</tr>
<tr>
<td>Corequisite</td>
<td>classes you must be enrolled in at the same time as this class</td>
</tr>
<tr>
<td>Course Description*</td>
<td>more details about the course, incl. includes a brief description, a sample syllabus, any prerequisites, corequisites, any additional fees, etc. (click on the course name to see this)</td>
</tr>
<tr>
<td>Instructor</td>
<td>the name of the professor for the course, which links to their email address</td>
</tr>
<tr>
<td>CRN*</td>
<td>the registration code for the class; differentiates between different sections of the class taught in the same quarter</td>
</tr>
<tr>
<td>Course Number*</td>
<td>the actual course number for the class</td>
</tr>
<tr>
<td>Meeting Times*</td>
<td>when the class meets (you will need to list this on your form)</td>
</tr>
<tr>
<td>REM*</td>
<td>available seats remaining in the course</td>
</tr>
<tr>
<td>Hours*</td>
<td>the number of credit hours for the class</td>
</tr>
<tr>
<td>Status</td>
<td>tells if there are seats available in the class or if class is 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)</td>
</tr>
</tbody>
</table>

**Prerequisite**
- classes that you must have taken BEFORE registering for this class

**Corequisite**
- classes you must be enrolled in at the same time as this class

**Course Description**
- more details about the course, incl. includes a brief description, a sample syllabus, any prerequisites, corequisites, any additional fees, etc. (click on the course name to see this)

**Instructor**
- the name of the professor for the course, which links to their email address

**CRN**
- the registration code for the class; differentiates between different sections of the class taught in the same quarter

**Course Number**
- the actual course number for the class
- 1000 level (1st year, introduction); 2000 level (2nd/3rd year); 3000 level (3rd/4th year); 4000 level (graduate level—need special permission, see When do I need a professor’s permission)

**Meeting Times**
- when the class meets (you will need to list this on your form)
- M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday
- Reminder: attendance is mandatory for ALL class meetings at DU unless the instructor says otherwise

**REM**
- available seats remaining in the course
- You should only list classes that have at least 3 seats remaining
- See When do I need a professor’s permission if you are interested in classes that are full

**Hours**
- the number of credit hours for the class
- Full time students must have between 12-18 hours per quarter

**Status**
- tells if there are seats available in the class or if class is 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)
Course Description & Prerequisites
- In PioneerWeb, click on the course name to see a more detailed screen that includes a brief description, a sample syllabus, any prerequisites, corequisites, any additional fees, etc.
- Please cut and paste the entire Course Description and Prerequisites for all courses you are considering and include it in the Course Selection Form.
- If you have taken a course that is similar to a prerequisite 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.
- 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. See the attached 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 Attached/Forwarded section of your Course 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 in PioneerWeb.

Registering for Classes
Once we have processed your Course Registration List, we will set your registration time for November 1 and send you more information. You will not be able to register for classes until that time. It is important to register yourself in PioneerWeb as soon as possible after your registration time to increase the chances that your dream courses are still available. See the Registrar’s How to Register for Classes and Building Registration Plans guides for more information.

Please Note: As non-degree students, the DU registration system cannot see your past transcripts. This means that there will be some courses you cannot register yourself into online (see the Professor Permission section of this form). Getting emails or signatures on forms from faculty and communicating with Zawdie allows you work around this technical challenge in most cases. Please contact Zawdie (Zawdie.Ekundayo@du.edu) if you are having trouble registering for specific classes at this point; he can help support your registration.

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. Find more information about adding and dropping classes here: du.edu/registrar/registration/adddrop.html.

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.
Undergraduate Exchange Student Course Selection Form for Pre-registration  
Winter Quarter 2017

Please return this form via email to your DU study abroad coordinator by **October 20, 2016**

*(Please attach a copy of your transcript in English if possible)*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
</tr>
</thead>
</table>

*See next page for an example entry.*

### Dream Schedule (12-18 DU credits total)

<table>
<thead>
<tr>
<th>No.</th>
<th>Course name</th>
<th>Course Number</th>
<th>CRN</th>
<th>Meeting Times</th>
<th>REM</th>
<th>Past Classes (and description)</th>
<th>Professor Permission Attached/Forwarded</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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

1. 
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4. 

### Alternative Courses (listed in order of preference) - DO NOT REPEAT CLASSES FROM PREVIOUS SCHEDULES

<table>
<thead>
<tr>
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Copy and paste the Catalog Description and Prerequisites for all courses you are listing here:

1. 
2. 
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Example Course:

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<th>Past Classes (and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Environment, Security, and Conflict</td>
<td>INTS 3520</td>
<td>2697</td>
<td>MW 10:00-10:50</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>
</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. Additionally, 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.