



SEMESTER AT SEA®
INSTITUTE FOR SHIPBOARD EDUCATION
P.O. Box 400885
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Overnight Mail: 2410 Old Ivy Road
Charlottesville, VA 22905-4827
PHONE 800.854.0195 OR 434.243.4301 • FAX 434.243.4076

**Course selection for the
Fall 2009 voyage will take place
online beginning at 8:00 am EST
on May 1, 2009. Online
registration will close at 11:59pm
EST on July 29, 2009.**

Fall 2009 students:

Please pay close attention to the following details regarding course registration for your voyage. Online registration and submission of the Transcript Release form should be completed and in our office by July 29, 2009. Since students are registered on a *first-come, first-served* basis, we recommend that you make your online course selections carefully and return the attached form to us as soon as possible*.

All students must pre-register for 12 credits; three courses in addition to one section of Global Studies (SEMS 1010-1/SEMS 1010-2). Students will be required to maintain a 12-credit course load for the duration of the semester. You may only add an additional course immediately following the **Drop/Add** period onboard the ship if you choose to take the maximum 15-credit limit. Before selecting your classes, you should consult with your advisor to be sure you are familiar with any restrictions your school may have regarding the type of credits in which you may enroll. You are advised to obtain approval for alternate courses as well as for your first choices. Unless it is absolutely necessary, we strongly encourage you to avoid enrolling in more than one course with the same professor.

Academic Accommodations

Semester at Sea makes academic accommodations for students with diagnosed learning disabilities. If you wish to request accommodations during the voyage, please have the appropriate office at your home institution fax a copy of your current accommodations to Adam Seid at 1.434.243.4076. Please submit these materials as soon as possible but not later than August 1, 2009.

Online Registration

Log in to your MyVoyage page at www.semesteratsea.org. Click MyClasses to begin the registration process. Select "Register for Classes," and follow the instructions. You will be automatically enrolled in a section of Global Studies course and should select your remaining courses (for a total of 12 credits). Once your class registration is processed you will receive an electronic course confirmation. You may log in to the system until the deadline to alter your course selections.

Note: When registration first opens, many students will be attempting to register. Those logging in from 8:00-9:00 am can expect slow loading times and delays due to increased web traffic. We appreciate your patience and understanding.

Textbooks

Once you have your final schedule in place, textbooks may be ordered online through the University of Virginia Bookstores (<http://uvabookstores.com/semesteratsea.asp>) beginning **June 3, 2009**. When ordering textbooks, you will need to reference the course mnemonic and number included on your MyClasses screen or on your electronic confirmation. Textbooks ordered through the U.Va. Bookstores will be delivered directly to the ship and placed in your cabin. For this to occur, you will designate "Semester at Sea" as your shipping address in the final steps of the order. Instructions for ordering textbooks are available on the U.Va. Bookstores website. The deadline to order textbooks through the U.Va. Bookstores is **July 29, 2009**.

Please do not place your textbook order unless you are done making changes to your course schedule. If you intend to make changes during Drop/Add but not before sailing, you should order your books.



Academic Records and the Honor Code

As a Semester at Sea student, you are considered a visiting student at U.Va.; therefore, you are expected to uphold the University's Honor Code. Please review the explanation of the Honor System (available in the MyDocuments section) and sign and return the pledge with your transcript release form*.

At the end of the voyage, U.Va. releases your official transcript directly to your home institution. By signing the release form* (available in the MyDocuments section), you offer consent for U.Va. to release your grades to your home institution. Since your personal data may change from time of application to time of sailing, please visit your MyVoyage page to verify that your home institution and the transcript address are correct. Contact us immediately if a change is required. Students are responsible (at their own expense) for re-ordering any transcripts sent to an invalid address or for those transcripts held for financial reasons.

Keep in mind that Semester at Sea reserves the right to rescind offers of admission to any student not demonstrating continued academic success; when requested, you must submit your final transcripts prior to sailing. In planning your courses, pay attention to how your academic success will influence your remaining academic career. Regardless of how your grades transfer (letter grade or transfer credit only), they are a permanent part of your academic records.

Drop/Add

It is your responsibility to become familiar with any restrictions on course selections that your school or your advisor may enforce. Final adjustments to your schedule are made during Drop/Add aboard the ship. No course adjustments will be permitted beyond the Drop/Add period. Some courses which closed during pre-registration will become available due to the number of changes which normally occur during this time. *There will be a small supply of textbooks available onboard the ship for students who make schedule adjustments during Drop/Add.*

You may withdraw from a course with the approval of the Academic Dean and the instructor until October 19, 2009, if and only if doing so does not take you below the 12-credit requirement. After that day, you are expected to complete all of the courses for which you are registered.

Please register for your courses using the online system and fax or mail the Honor Code/Transcript Release to our office by the deadline of **July 29, 2009***. If you have any questions, please email registrarfall@ise.virginia.edu or contact Semester at Sea Student Services at 1.800.854.0195.

Registration Tips

- Prior to registration, make your course selections AND have several alternate options in mind. Don't only receive approval for your top course choices. We strongly urge you to get many courses approved for maximum opportunity during registration. If you haven't had a course approved yet at your home school, you may still wish to register for it so if/when it does receive approval for transfer credit, you have already secured your space.
- If there is a course you must have, register for that one course and confirm your registration. You can always return to select your final courses.
- Be patient. There will be high user volume, and processing time may increase.
- You will have an opportunity aboard the ship to modify your schedule during drop/add. There is a small supply of textbooks onboard to accommodate students who participate in the drop/add process.
- If you do not order your textbooks through U.Va. Bookstores, it will be your responsibility to purchase all required materials listed on course syllabi and to carry all materials to the ship. Orders placed through U.Va. are sent directly to your cabin.

*** Please return materials by fax to 1-434-243-4076 or by post to**

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Attn: Student Services
P.O. Box 400885
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USA**



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FALL 2009 COURSE REGISTRATION: IMPORTANT DATES TO REMEMBER

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|-------------------|--|
| May 1 | Registration opens at 8:00 am EST |
| July 29 | Registration closes at 11:59 pm EST

Last day to order textbooks from U.Va. Bookstores |
| August 1 | Requests for academic accommodations due to Adam Seid (fax to 1.434.243.4076) |
| August 28 | Embarkation in Halifax |
| August 31 | Drop/Add aboard the ship |
| October 19 | Last day to withdraw from a class (must maintain 12 credit hours) |

