



SEMESTER AT SEA®

Fall 2010 Course Registration

Begins: Friday, May 28, 2010 (8:00 am, EST)

Ends: Wednesday, July 28, 2010 (11:59 pm, EST)

Click on each of the links to review the following *important information* contained in this packet:

- [When and how to register for your courses](#)
- [Course registration tips](#)
- [How to order your textbooks](#)
- [Drop/Add](#)
- [Transcripts and the U.Va. Honor Code](#)
- [Requesting learning accommodations](#)

You are encouraged to read all of this material very carefully so you fully understand the course registration process for the Fall 2010 voyage.

All [course registration materials](#) are available online.

I. Planning for and Registering for Courses

Planning your courses: Follow this link ([F10 Course Times](#)) to view the Fall 2010 course listing with meeting times. Begin to plan your courses and remember that your courses cannot overlap. All students register for three courses **in addition to** [PLIR 1558: The Quest for Peace, Prosperity, and Preservation \(Global Studies\)](#).

Students wishing to enroll in an extra course may do so onboard the ship on a space-available basis on August 31 (the day after drop/add). A small supply of textbooks is available onboard for students choosing to pursue this option.

Students are responsible for knowing any restrictions on course selections that the home institution or advisor may enforce. You are advised to obtain approval for alternate courses as well as for your first choices. Unless absolutely necessary, *we strongly encourage you to avoid enrolling in more than one course with the same professor.*

Special registration considerations: When considering course selections, remember the following:

- (1) **Global Studies:** all students will be pre-registered in a section of PLIR 1558. This assignment will be random. One section will meet on A-day and the other on B-day. The sections are identical in content. The course is offered from 0920-1035. No other courses are offered during that time; there will be no time conflicts with the global studies course.
- (2) Don't forget to factor in lunch time when you are scheduling your classes.

Course registration: Online registration begins at 8:00 am, EST on Friday, [May 28, 2010](#). Registration is open to all confirmed students; it is first-come, first-served. Log-in to your MyVoyage page and select "My Classes" on the left side of the screen. Then, select "Register for Classes" and follow the instructions. **You will already be pre-registered for a section of PLIR 1558.** You will be required to select three additional courses **for a total of 12 credit hours.** *There are no 1-credit courses offered on the fall 2010 voyage.*

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

Course registration ends at 11:59 pm, EST on Wednesday, July 28, 2010.

Pre-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 a course is still pending approval 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.
- ✓ Review the special considerations on page 1.
- ✓ You will be pre-registered for a section of PLIR 1558. Once you are logged-in, you will select three additional courses. If you try to drop your section of global studies, the system will force you to re-enroll.
- ✓ Don't forget to account for lunch in your schedule.
- ✓ **Be patient.** There will be high user volume. If there is a course you must have, register for that one course and confirm your registration. You can always return to select your other course.
- ✓ You will have an opportunity aboard the ship to modify your schedule during drop/add, though classes are not guaranteed to have available space. 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.

II. Textbooks

Once you have your final schedule in place, you can purchase your required textbooks online through the [University of Virginia Bookstores](#) beginning **June 15, 2010**. When ordering textbooks, you will need to reference the course mnemonic and number (e.g., BIOL 1559-501) 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 30, 2010**.

If you choose not to purchase required textbooks through U.Va., it is your responsibility to purchase these materials prior to embarkation. A limited number of textbooks will be available on the ship, but they are available to students who participate in drop/add before becoming available to the whole community.

Please do not place your textbook order until 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 prior to boarding the ship.

III. Drop/Add (August 30, 1730-2200)

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 may 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 (transcript grade of "W") with the approval of the Academic Dean and the instructor until October 12, 2010, 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.

IV. Transcripts and the U.Va. Honor Code *

At the end of the voyage, U.Va. releases your official transcript directly to your home institution. By signing the release form (included at the end of this document and 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 \(US\\$10 at their own expense\) for re-ordering any transcripts sent to an invalid address or for those transcripts held for financial reasons.](#)

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 (included at the end of this document and in the MyDocuments section) and sign and return the pledge with your transcript release form.

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.

* **Return these forms via post or fax by June 25, 2010 to:**

ISE/Semester at Sea
Attn: Student Services
PO Box 400885
Charlottesville, VA 22904-4885
Fax: 1.434.243.4076

V. Learning Accommodations

Semester at Sea provides 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 your letter of approved accommodations to Adam Seid at 434.243.5941. **Please submit these accommodations materials as soon as possible but no later than August 2, 2010.**

VI. Questions?

If you have any questions regarding course registration, please contact the Semester at Sea office at 1.800.854.0195 or email info@semesteratsea.org.

Statement regarding the University of Virginia Honor System

Founded in 1842, the Honor System is one of the University of Virginia's most cherished institutions. Based on the principle that University students want to be trusted, and to be able to trust their peers, the Honor System presumes that students are committed to acting honorably. This collective honorable action creates and perpetuates a University-wide "Community of Trust."

As a student participant in the Semester at Sea program, you will be part of the Community of Trust and you will be subject to the University of Virginia's Honor Code, as described below. The University of Virginia is the academic partner in the Semester at Sea program; accordingly, the Honor Code, for purposes of Semester at Sea, is addressed specifically to academic matters.

As a student participant in the Semester at Sea program, you will be subject to the Honor Code if you commit an Academic Honor Offense at any time from the first date you board the MV Explorer at the commencement of your voyage, including any time you are at port (whether traveling independently or as part of the Semester at Sea field program), through the time that you complete the voyage and the related coursework, whether you are primarily enrolled and seeking a degree at the University of Virginia or at another institution. An "Academic Honor Offense" is any act of academic fraud or any other act of lying, cheating or stealing that was committed in order to gain academic credit or other academic benefit, which act (a) is committed with dishonest intent, and (b) is not trivial. The terms "academic fraud," "act," "dishonest intent," and "trivial" are defined in the Voyager's Handbook.

Because of the unique nature of the Semester at Sea program and its campus, the procedures for investigation and adjudication of Academic Honor Offenses committed by a Semester at Sea student shall be as set forth in the Voyager's Handbook and, except as otherwise provided therein, the By-laws and Constitution of the University of Virginia's Honor Committee shall not apply. Accordingly, for the duration of the voyage (and through the conclusion of any Honor proceedings conducted during the Semester at Sea), University of Virginia students hereby waive the "Rights of the Accused" set forth in Article V of the Constitution of the Honor Committee and acknowledge that the form and manner of Honor proceedings for purposes of the Semester at Sea will be entirely as set forth in the Voyager's Handbook.

A brief summary of the Semester at Sea adjudication process follows. **Please read the Voyager's Handbook carefully for a full description of the Semester at Sea adjudication process.**

Anyone may report a suspected Academic Honor Offense by contacting the Registrar, who will (with the assistance of Semester at Sea faculty, staff and/or students, in his or her discretion) investigate the report. A panel of three randomly-selected Semester at Sea students will then determine whether or not to formally accuse the student of the act or acts in question. If accused, the student will receive a letter informing him or her of the charge(s) in question and setting forth the time, date and location of the hearing at which the charge(s) will be adjudicated.

The student will have an opportunity to explain his or her actions, present evidence and question witnesses, if

applicable, at the hearing. The hearing panel will be comprised of four randomly-selected Semester at Sea students, and the non-voting hearing chair will be a member of the Semester at Sea faculty or academic staff. At the conclusion of the hearing, the hearing panel will determine whether or not, beyond a reasonable doubt, an Academic Honor Offense was committed. If the student fails to attend the hearing, absent good cause shown, he or she will be deemed to have admitted guilt and will be expelled from the academic program immediately.

If the hearing panel determines that an Academic Honor Offense was committed, then, subject to an appeal (which must be filed within the time and in the manner described in the Voyager's Handbook), the student will be expelled from the academic program immediately, by order of the Academic Dean, and will receive no academic credit for the program. Following expulsion from the academic program, the Executive Dean, on behalf of ISE, will determine whether and when the student will be expelled from the voyage; such decision resides entirely with the Executive Dean, on behalf of ISE, and not with the Academic Dean or the University of Virginia. No refund will be paid for tuition or any unused portion of the voyage. Neither the Semester at Sea program nor the University of Virginia is responsible for the student's safety, arrangements, or costs, either shore-side or for the student's return home. Both parental notification and home institution notification (study abroad director and chief conduct officer) will occur as an automatic and non-negotiable part of this sanction.

Following expulsion from the academic program, the student will have thirty (30) days in which to request additional proceedings before the Honor Committee, in Charlottesville, Virginia, to determine, (a) in the case of a University of Virginia student, whether he or she may remain enrolled at the University of Virginia, and, (b) in the case of a student primarily enrolled at another institution, whether he or she may retain the right to seek future enrollment in a University of Virginia program. Unless the student pursues such additional proceedings to a successful conclusion, he or she will not be eligible to apply for re-admission to the Semester at Sea program, will be forever barred from admission to any other University of Virginia program, will be declared persona non-grata at all Semester at Sea and University of Virginia alumni functions, and, in the case of a University of Virginia student, his or her enrollment will be discontinued pursuant to the procedures of the Honor Committee.

Students who commit an Academic Honor Offense will not be accused if they file a "Conscientious Retraction" that is both valid (*i.e.*, it is delivered, in writing, to the Registrar before the student has reason to believe that his or actions have come under suspicion by *anyone*), and complete (*i.e.*, it acknowledges the act in question and includes an agreement to make appropriate amends), in the sole discretion of the Registrar.

Students who enroll in the Semester at Sea program benefit from the freedom and security provided by the University of Virginia's Honor System; every student must agree to live by and support the spirit of the Honor Code. Semester at Sea applicants who are not prepared to embrace this freedom and accept this responsibility should not apply for admission.

This is intended as a brief summary of some important aspects of the University's Honor System, as it applies to students in the Semester at Sea program. For more information, you are strongly encouraged to review the Voyager's Handbook. For more information about the University's Honor System, more generally, please visit www.student.virginia.edu/honor. (434) 924-7602.

--The Honor Committee, February 24, 2010

Fall 2010 Acknowledgement of Honor System

Read, sign, date and return the following statement. We cannot finalize your registration, and in turn your participation in the Semester at Sea program, without your signature, below.

I have read the explanation of the Honor System, as applied to students in the Semester at Sea program. I understand that, by participating in the Semester at Sea program through the University of Virginia, I will be bound by the University's Honor Code, as described in the Voyager's Handbook. Specifically, I understand that an Academic Honor Offense is any act of academic fraud or any other act of lying, cheating or stealing that was committed in order to gain academic credit or other academic benefit, which act (a) is committed with dishonest intent, and (b) is not trivial. I further understand that, if I am convicted of an Academic Honor Offense, I will be expelled from the academic program immediately; I will receive no refund for any unused portion of the voyage; the Executive Dean, on behalf of ISE, may elect to expel me from the voyage (which decision lies entirely with the Executive Dean, on behalf of ISE, and not with the Academic Dean or the University of Virginia); if I am expelled from the voyage by the Executive Dean, on behalf of ISE, neither the Semester at Sea program nor the University of Virginia will be responsible for my safety, arrangements or costs of returning home; and, subject to the outcome of certain further proceedings, if I request them, before the Honor Committee, in Charlottesville, Virginia, I will not be eligible to apply for re-admission into the Semester at Sea program and, if I am a University of Virginia student, my University of Virginia enrollment will be discontinued (and, if applicable, my University of Virginia degree will be revoked).

Print Name

XXX - XX - _____
Last four digits of Social Security #

Signature

Date

TRANSCRIPT RELEASE

My signature below provides consent for the University of Virginia Registrar (UREG) to release one courtesy transcript to my school of record at the end of the voyage. I have verified the address on MyVoyage. By signing, I also consent to understanding any financial holds at the conclusion of the voyage will result in a forfeiture of a courtesy copy of my transcript and that I will be liable for ordering a transcript at my own cost.

Signature

Date