



OFF-CAMPUS STUDY & EXCHANGES

INTERNATIONAL EXCHANGE STUDENT/VISITORS COURSE PREFERENCE FORM

Name: _____ Term: _____

Home Address: _____ Include Country

Phone: + _____ E-mail: _____
Include Country Code

Date of Birth: _____ Social Security#: _____

Citizenship: _____ Gender: _____

Use this form to submit your course preferences, including alternate selections. Use the **Master Schedule** (<http://www2.skidmore.edu/MasterSchedule>) for the corresponding semester to locate course times, searching by discipline. Course descriptions can be found online at the **Skidmore College Catalog** (<http://catalog.skidmore.edu>). Your total credits should be between 12-18 credit hours, but it is recommended that you enroll in only 12-13 during your first semester to allow yourself time to acclimate to Skidmore and your overall responsibilities.

Please refer to the attached **Course Selection & Registration Tips** document for additional information on completing this form. Contact Kendra Nelson (knelson1@skidmore.edu) or Tina Breakell (cbreakel@skidmore.edu) in OCSE with any questions.

EXAMPLE: AH-103-002 Africa, Oceania, Americas 4
Course Code Section # Course Title Credit Hours

PREFERENCE	COURSE	COURSE TITLE	CREDIT HOURS (Cr)
Required course	FL-399A-001*	Professional Internship	3
Preferred course			
Alternate			
Preferred course			
Alternate			
Preferred course			
Alternate			
Preferred course			
Alternate			
Total Credit Hours (Cr)			

* FL-399A is the course code for your required internship in the Foreign Languages & Literatures department. Please reference your contract for a description and contact your internship supervisor (see contract) to determine your work hours.

Signature: _____ Date: _____



OFF-CAMPUS STUDY & EXCHANGES

INTERNATIONAL EXCHANGE STUDENTS/VISITORS COURSE SELECTION & REGISTRATION TIPS

Complete the *Course Preference Form* and return it to Off-Campus Study & Exchanges (OCSE) by **APRIL 1 / OCTOBER 30**.

1. Course registration is based upon availability and, in some cases, instructor approval. Please check the upcoming course schedule using the online “Master Schedule” at <http://www2.skidmore.edu/MasterSchedule>. Please note that course offerings for a FALL semester are publicized in mid-late March, while course offerings for a SPRING semester are publicized in mid-late October. *Only consider courses that have an “OPEN” status.*
2. View course descriptions in the Skidmore College Catalog at <http://catalog.skidmore.edu>. Be sure to confirm course pre-requisites, which can be found in the individual course descriptions.
 - a. The College Catalog will not include information on when courses are offered, and not all courses are offered each semester.
3. Enrollments will be based on space availability in individual courses and if you have met all course pre-requisites. OCSE must have a copy of your home school transcripts/course history in order to verify your eligibility for any course that includes a pre-requisite. Please send your transcript to OCSE if you have not done so already.
4. Be mindful of when (day and time) courses are offered, and only chose courses that do not overlap with one another in scheduling. You can use the attached “Semester Schedule Worksheet” to help with scheduling your course preferences.
5. International exchange students/visitors must register for a minimum full-time course load of 12 credits to be compliant with J-1 visa regulations. The maximum credit enrollment is 18, although it is advisable to limit your enrollment to 12-13 credits credit hours due to the required 10 work hours per week.
6. During both semesters, course enrollments for international exchange students/visitors include a required and paid 3-credit internship (FL-399A) with the Department of Foreign Languages & Literatures. Internship details are specified by your individual contract. Your internship schedule will be determined by your internship supervisor (see contract).
 - a. The internship hours may be increased to earn 6 or 9 credits (FL 399). However, the additional hours, as outlined in the Skidmore internship guidelines, are compensated by additional academic credits and not an additional monetary stipend.
 - b. Skidmore College cannot offer extended work opportunities during the summer months nor during semester breaks.
7. Exchange students may register for an “Independent Study” based on academic needs, Skidmore faculty availability, and Skidmore faculty approval.
8. The example below is meant to define various terms used in the Master Schedule, some of which might be new to you. Course Codes include an abbreviated department name (in the example, “AH” refers to “Art History”); a number that identifies the course (courses in the 100-level are introductory level, 200-level indicate intermediate knowledge, and 300-level is advanced knowledge. The “Section #” refers to the number of the offering for the same course – some courses are taught by more than one instructor. **Students enroll in *one Section only* for a single course.**

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