

# PLANNING YOUR SCHEDULE



## FALL 2021

### PACKET CONTENTS

- [4 Steps for Success](#)
- [Updated Program Requirements](#)
- [New Courses for Fall 2021](#)
- [Special Enrollment Courses](#)
- [Course-Related Fees](#)

### DATES & DEADLINES

- Submit Student Advising Form: **April 26**
- Upload SAF signed by advisor(s): **May 6**
- Register online: **June 1-4**
- Optional pre-arrival online courses: **Aug. 25**
- Mandatory online programming: **Sept. 7**
- Arrive in London: **Sept. 16**



### Planning Your Schedule for Fall 2021

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#### Prepare for Online Registration (scheduled for June 1-4)

##### STEP 1: Plan your schedule.

- Consult the [Schedule of Classes](#). Use the [Timetable](#) schematic to avoid time conflicts.
  - You need special permission from Syracuse Abroad to take any course other than those found on the Schedule of Classes.
- Review this document and [course descriptions](#) on the Syracuse Abroad website.
- Create a schedule with your first-choice classes. Choose some alternative choices in case a first-choice one is full.

##### STEP 2: Submit your course pre-selections on the Student Advising Form (SAF).

- Log into your [OrangeAbroad](#) account. Go to **Learning Content** > *Planning Your Schedule*
  - Follow the online instructions to complete the Student Advising Form (SAF).
- Submit your SAF by **April 26**.
  - Be sure to hit “**Submit**.” (Don’t simply print your SAF.)
  - **Do not submit more than one questionnaire.**

##### STEP 3: Consult your academic advisor(s) and upload your signed SAF to OrangeAbroad.

- Forward the PDF of your submitted SAF (emailed to you after your digital submission) to your advisor(s) and consult with them to confirm your course plan will keep you on track for graduation.
  - Your advisor(s) should initial each course selection and indicate in the space provided how each course counts toward your degree. If it’s difficult to have your advisor sign the SAF, you may—*based on virtual consultation with your advisor*—complete the form yourself by indicating how each course will count. Course selections must be approved by your academic advisor(s).
  - Your advisor may require descriptions or syllabi for the courses you want to have approved. You may request course syllabi from Program Advisor [Joelle Orecki](#) or from [Jeanne Chu](#) on the Academics Team.
- Scan and upload the SAF signed by your advisor(s) to OrangeAbroad no later than **May 6**.
  - **PRO TIP:** If you or your advisor don’t have a scanner, download a free app that takes a photo from your phone and converts it into a PDF, such as Adobe Scan PDF Scanner (available for [iPhone](#) and [Android](#)) or [Evernote Scannable](#) (for iPhone/iPad). Only **legible PDF files** will be accepted!
  - Upload to **Questionnaires** > *Student Advising Form (with Advisor’s Signature)*. Hit “**Submit**,” not “Save.”
  - Indicate with the dropdown menu whether you have made any changes to your original selections. If you choose Our office will record any changes made on your uploaded SAF because of your meeting with your advisor(s).

##### STEP 4: REGISTER ONLINE for your classes **June 1-4**.

- Please note that registration appointment start times vary.
- It can be helpful to refer to your SAF when you register. You may return to OrangeAbroad to access your uploaded form at any time.

## Course Information

All other London Centre courses expected to be offered this semester are listed on the provisional [Schedule of Classes](#) and [Timetable](#). Syracuse University reserves the right to cancel a course with low enrollment or to change the format to an independent study.

### Program Requirements

All London program students are required to take:

- CAS 200 - [Mapping London](#) (1 credit)
- Minimum of 13 credits (including CAS 200)
- Minimum of 10 credits taught in person at the London Centre
  - No limit on number of London Center online courses as long as 10 in-person credits are met
- **For Architecture and Drama students:** Any ARC or DRA courses required by your Syracuse London Special Program. These are found on your SAF.

The online registration system limits students to a total of 17 credits. Please [email Jeanne Chu](#) ASAP (no later than May 27) if you plan to take more than 17 credits. You may take up to 19 credits without incurring additional tuition charges.

### Program Options

Other registration options do NOT count towards the 13-credit minimum:

- Signature Seminars
- Maximum of one pre-semester online course
- Maximum of two Main Campus online courses

### Optional Pre-Arrival Online Courses (Aug. 25-Sept. 10)

The London Centre will offer two courses as online learning options that meet every weekday for three hours starting August 25 and finishing September 10. You can earn 3 semester credits even before you arrive in London, which gives you more flexibility once you are abroad. (Note that the pre-arrival online courses do not count towards the 13-credit semester minimum.) You may opt to take **one** of these:

MAR 301 - [Essentials of Marketing](#)

SOC/QSX/WGS 400.1 - [Sex, Gender and the City](#)

### New this semester: CAS 200 - Mapping London (begins Sept. 7)

This required one-credit class begins online September 7 and will continue onsite in London, with some orientation sessions counting for this class and up to four additional meetings scheduled throughout the semester at a time when there are no class conflicts.

- The course gives you space to understand London and reflect on your own experience of living and studying in the city.
- You will be part of a group of no more than 20 students with a dedicated 'home room' professor.

### Semester-Long Online Courses

In addition to 50+ in-person courses taught on site in London, the London Centre offers seven courses in an interactive, online-only format. As long as you have at least 10 credits of in-person courses (including CAS200 - Mapping London, the 1-credit required course), you can register for one or more of the online options. These are carefully chosen courses that have topics broader than the local London context, taught by London Centre professors experienced in interactive online teaching. Note that these courses start online August 30 and finish December 17.

These classes are highlighted in the [Timetable](#) in grey and indicated in the “Restrictions/Requisites/Notes” column on the [Schedule of Classes](#). Links to course descriptions follow:

- CIS 473 - [Automata & Computability](#)
- COM 300 - [Digital Britain: Engaging the User](#)
- CRS 300 - [Fashion in Focus: Discourses and Meanings](#)
- ECN 312 - [Behavioural Economics](#)
- FIL/QSX/WGS 416 - [British Masculinity on Screen: James Bond and Sherlock Holmes](#)
- GEO/NAT 300 - [Climates of Resistance: Environmental Racism and Collective Action](#)
- HST/PSC 300 - [Death as Political: Violence, Grief and Protest](#)

## Special Enrollment Courses

Fall 2021 Special Enrollment Courses are:

- COM 346 or COM 348, and
- PHO 204.

If you want to take one of these courses, please carefully review the detailed requirements on the [Special Enrollment Courses page](#) at the end of this document. *Enrollment in these classes is restricted to those who have received permission from our office.* To request permission to register for any Special Enrollment Course, **you must carefully follow the instructions on how to request them on your SAF.**

## Course Restrictions

- Some courses are open only to students admitted to the London Architecture or Drama Programs, as noted on the [Schedule of Classes](#).
- To register for certain other courses, you will need permission from our office. Carefully review the list of [Special Enrollment Courses](#) in this document and follow the instructions there.
- Plan to register for **only one** of the following Art History courses. Only Art History majors may register for **two**.
  - HOA 208 - An Architectural History of London
  - HOA 473 - London Museums: Art, History and Science in Contemporary Culture
  - HOA/HST 474 - A History of London in 11 Objects\* (Restriction applies even if you prefer to register under HST 474.)

→ *You will receive confirmation of all restrictions in the detailed registration instructions issued to you prior to online registration.*

## Internship Course: The Global Workplace

If you would like to participate in an internship in London, you will need to complete the Internship Request Form on your OrangeAbroad application. Be sure to [read more online](#) about the Syracuse London Internship Program as you decide whether it is a good fit for you.

Students with questions regarding internships or concerns about scheduling around them should contact Professor Maggie Scull, Internship Program Manager ([mmscull@syr.edu](mailto:mmscull@syr.edu)).

If seeking an internship in London, you are required to take *The Global Workplace* and must include it on your Student Advising Form. You should also get advising as to whether your home school or college has any limitations or restrictions on your registering for this course.

- **SU iSchool** students in placements related to information studies must also complete iSchool internship requirements via Blackboard.

- **SU School of Management** students may not use internships abroad to fulfill their internship degree requirement, although they may be able to use the course as an elective and will likely benefit from a professional experience in London. Students are encouraged to discuss any internship plan with Whitman advising staff.

The course takes place on Fridays. Most students should register for BUA400 and will be advised of their section meeting time by the Program Manager. (Additional sections for the internship course may be created depending on demand.)

- **SU Music Industry majors/minors** in music industry placements register under [MUI 408](#) - Music Industry Practicum: The Global Workplace.
- **SU Bandier students** in music industry placements register under [BAN 403](#) - Entertainment Industry Practicum: The Global Workplace.
- **SU Newhouse students** in communications internships must register for COM 470 for 1 experience credit **and** [BUA 400](#) for 2 credits. In addition, you must arrange for a main campus Newhouse faculty sponsor before going abroad and must petition for approval once the internship is confirmed. Approval is based on the proposal you submit, which is subject to review by the relevant Newhouse department and your college dean.
- **SU Human Development and Family Science students in placements related to this major or minor** must register for [HFS 493](#) - Youth and Family Practicum: The Global Workplace.

## Cancelled Courses

In fall 2021, the following courses will not be offered:

- ANT/HNR 360 - Food, Culture and Identity - Honors
- ART/CRS/TRF 316 - Introduction to Visual Culture
- IST 345 - Managing Information Systems Projects
- IST 359 - Introduction to Database Management Systems
- PSC 350 - America: A Foreign Perspective
- SOC 367 - Sociology of Sport

## Online Registration: June 1-4

You will register online June 1-4 (start dates vary). In about 4 weeks, you'll receive your registration instructions, FAQs, and your individual registration appointment time. Please check your email regularly for this information.

**During online registration, you may register for no more than 17 credits**, not counting an optional Signature Seminar course. If you need to take 18-19 credits, contact [Jeanne Chu](#) in our office ASAP (no later than May 27) for instructions on registering for the additional course.

Remember that some courses are likely to reach capacity and close during registration, just as they do on the main campus. With social distancing still in place, classes will be smaller than usual, so they may fill up faster. **Select some alternative classes** on your Student Advising Form in case a class you would like to take is closed when you register. There are plenty of courses to choose from, and it will be important to have back-up plans.

## The Fine Print: Academic Requirements and Resources

- **IMPORTANT:** You must remain in good academic standing to participate in our program. If you are placed on academic probation prior to departure, you will be withdrawn from the program. You should carefully review other [academic policies](#) applicable to all Syracuse Abroad programs.
- Due to UK immigration requirements, undergraduates may not drop below 13 credits of Syracuse Abroad courses taught in London at any point during the semester. Students must register for—and maintain throughout the semester—at least 13 credits of London center courses.

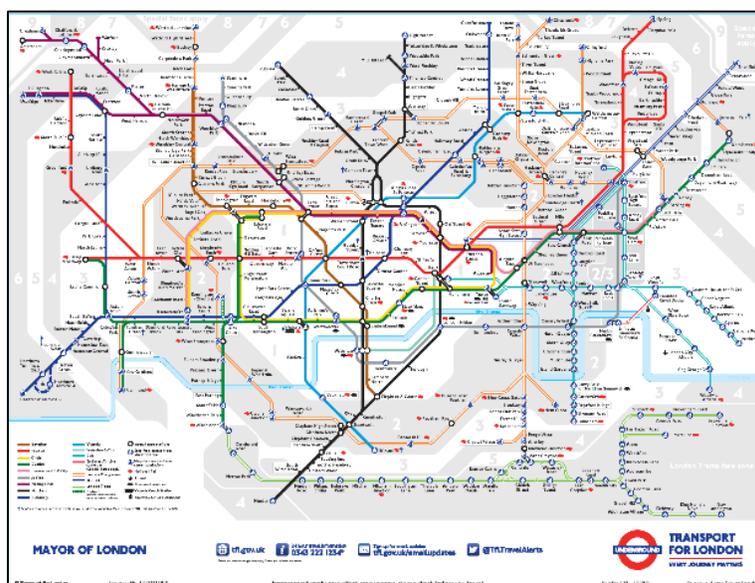
- **You must have approval from your home college to register for more than 19 total credits.** (Visiting students seek approval from Syracuse Abroad.) Registration over 19 credits is subject to additional per-credit tuition charges.
- At Syracuse University, all work for registered classes must be completed on or before the degree certification date. If you are graduating, seek advice from your home college regarding your degree certification date, and be certain that you are aware of any remaining degree requirements.
- Information on enrollment policies, grades, SU library resources, registration, internships and independent research can be found on the [Preparing to Go website](#). **Visiting students** should also look at this website for information on transfer credit and [requesting an SU transcript](#).
- If you need to take an **online course** while abroad that is taught from a location remote from the London Centre, first review [Syracuse Abroad-specific policy and advice](#).
- Arrangements to do coursework on an [independent research basis with a professor who is not in London](#), if needed to satisfy a degree requirement, must be made **in advance**. Due date for your academic advisor's confirmation of academic need and your completed [independent study proposal](#) is **May 15** for spring semesters and **November 15** for fall semesters. Note that these courses do not count towards the 13-credit minimum for the London semester.
- Check your \_\_@syr.edu email address regularly for messages from Syracuse Abroad. If you prefer to use your home school or personal email address, we strongly recommend forwarding your \_\_@syr.edu email to that address to avoid missing any vital messages. Syracuse University data security policy requires that certain information be sent only within the syr.edu system.

## Course-Related Fees and Study Trips

Many of our courses get you out of the classroom and into museums, theatres, and cultural and religious centers where you will view or experience what you are studying. Some of these courses carry fees to cover the costs of site visits and/or study trips that are an integral part of the course. Please carefully review the [Course-Related Fees](#) sheet in this document and share it with your parents or guardians if they are responsible for your fees. These fees are charged automatically to your Bursar account when you register for the course.

*If you register for any course with a mandatory study trip, the field study is part of your class, and you must attend.*

**Do not plan personal travel until you get to London and know when you may be required to take part in a class-related study tour, make-up classes, exam periods, and other academic commitments.**





## Course-Related Fees

Fall 2021

**Review and give to your parent/guardian.**

Students who register for any of the courses listed below will be charged a fee to cover lab supplies and maintenance, concert or theatre tickets, and/or special activities, such as study tours, which are an integral part of the course. Study tour fees may reflect the cost of transportation, accommodations, some group meals, and entry fees. **This is not a bill.**

Fees are billed from Syracuse following online registration, appearing on a subsequent Bursar statement. Students receive an email notice to view their bill in MySlice. These fees are not included in either the tuition or program fee charges, which are typically billed prior to course fee billing. Any fee increases or new course-related fees approved after this date will be announced prior to registration. All students who register for a course with a course-related fee are required to pay the fee, even if they are only auditing the course.

Please note that any field study listed below is **mandatory** for registered students, and some trips may take place over a weekend. Do NOT make travel plans before you arrive in London and see your course syllabi; otherwise, you might need to rearrange your personal travel plans, since course-related field study takes precedence.

**Financial Deadline to Withdraw from the Program:** Please refer to the [SU Tuition, Fees, and Related Policies Bulletin](#) for information on refund of course-related fees for students who withdraw from the program voluntarily, involuntarily, or due to suspension or expulsion.

**Drop Deadline:** Students who drop a class by the Financial Deadline indicated in MySlice may request a refund of any unspent or uncommitted portion of the course fee. There is no refund of course fees to students who drop a class after this deadline, nor to those who fail to attend a required study tour. Students are advised not to make personal travel plans until they are abroad and aware of all their academic commitments.

### Mandatory Field Study, Activities, and Lab Fees

All Architecture design courses: ARC 407/408/608/609 (studio-related materials, site visits and AA membership).....	\$300
ARC 434 - London's Built Environment (site visits, related costs).....	\$50
ARC 500.1 - Genealogies of the City: A Comparative Study of London's Urban Lineage (site visits, related costs).....	\$50
ARC 561 - Survey of British Architecture (day and overnight field study) .....	* \$1,175
DRA 351 - Contemporary British and European Theatre: The London Stage (theater tickets, related costs).....	* \$410
DRA 451 - The Modern Stage: Theories, Issues, Productions (theater tickets, related costs) .....	* \$410
ENG 320 - Interpreting Shakespeare (theater tickets, related costs).....	* \$235
HOA 208 - An Architectural History of London (site visits, related costs) .....	\$100
HOM 400.1 - Black British Music: Exploring Identity through Sound (events and/or site visits, related costs).....	* \$50
HST 400.1 - Underground London (site visits) .....	\$90
PHO 204 - Introduction to Photography (studio supplies, site visit, related costs).....	\$90
SPM 300.1 - Sport in the United Kingdom (sporting event admissions, site visits).....	* \$130

\* **Tickets are purchased by Syracuse London in advance based on enrollment numbers at the end of online registration. Once registered, students are responsible for all expended and committed costs, which could be as high as the full course fee—even if the course is dropped prior to the start of classes.**

## Special Enrollment Courses, London Fall 2021

**To register for any of these courses, you need special permission from our office.** If you wish to be considered for any of these courses, **you must:**

- List it among your **Primary Course Selections** on your SAF, specifying which section when applicable.
- Submit your SAF questionnaire by the **April 26** deadline, and upload the SAF approved by your advisor(s) by the **May 6** deadline!
- Make sure you have met all course prerequisites.

**Before registration begins, our office will email those qualified students with permission to register.**



### ■ **COM 346 - Race, Gender and the Media**

- Limited enrollment
- **Prereq:** COM 107 - Communications & Society or an equivalent introduction to mass media course; strong academic record
- Enrollment priority given to Syracuse Public Communications majors who have not yet met their Diversity requirement. (This course may be fully enrolled with Syracuse Public Communications majors.)
- **Not open** to students in COM 348 during online registration

### ■ **COM 348 - Beauty and Diversity in Fashion Media**

- Limited enrollment
- **Prereq:** Strong academic record
- Enrollment priority given to Syracuse Public Communications majors who have not yet met their Diversity requirement. (This course may be fully enrolled with Syracuse Public Communications majors.)
- **Not open** to students in COM 346 during online registration

### ■ **PHO 204.1 and PHO 204.2 - Introduction to Photography**

- Limited enrollment
- Two sections offered. Note the meeting time of each section and indicate which section fits into your schedule.
- Enrollment priority given to students with a *documented academic need*, then by graduation date and date of SAF submission.
- A mandatory daylong trip is included in this course, usually on a Friday in the first part of the semester.
- **Equipment and software requirements:** Students who successfully register for this class will ideally need to have a digital single lens reflex camera (DSLR), such as the NIKON D3500 or an earlier pre-owned model such as the D3400 or D3300 or D3200. Prices range between \$500 new, down to \$200-\$300 depending on condition. (Prices are roughly the same in the UK as in the US.) Latest models of iPhones now have excellent performance and are an ideal backup. You will also need a laptop and ideally a portable 1TB backup to store your photos. The course requires use on your laptop of the industry standard PHOTOSHOP Creative Suite (CC). It is better to buy this in the US before coming to London because you may be eligible for a student discount through SU's or your own university's bookstore.