Instructions for Regent’s University Application Form and Course Selection

Please read this document in its entirety and share with your advisor!

Note to UNH Advisors: Please review course options with students as they complete their Regent’s University Course Module Form. You are asked to sign the students UNH Application Form (not the Regent’s form) to confirm you’ve discussed these initial plans with students. Accepted students will then later be required to complete a separate UNH Course Planning Form to confirm the acceptance of all proposed London Program course choices.

1. Completing the Regent’s Application Form
   □ All students must complete the Regent’s University Application Form in addition to the UNH London Application Packet
   □ The Form should be completed and signed electronically, and emailed directly to cola.studyabroad@unh.edu before the application deadline

2. Guidance on Application Form Page 1
   □ “Home Institution”: This refers to the US university at which you are enrolled as a student. UNH students should enter “University of New Hampshire.” Non-UNH students can enter their home college or university.
   □ “Regent’s School”: Select “RACL Regent’s American College London”
   □ Visa Status: US citizen students only intending to study at Regent’s for a semester should select the “Short-Term Study Visa (Waiver)” option. You will not need to apply for a visa as part of the program, but will be permitted entry into the UK under a visa waiver program by presenting your US passport and program acceptance materials.
   □ If you do not yet have a US passport or your US passport will expire less than six months after your planned departure from the UK at the end of the semester, please apply for one now. Non-US citizens should contact the COLA Center for Study Abroad for guidance.

3. Guidance on Application Form Page 2: Housing
   □ The default housing arrangement covered by the UNH program fee is a triple room. If you prefer a single or twin room, you will be required to pay additional housing costs to UNH to cover the difference. Please refer to the Fees section of the UNH London Program website for details on these upgrade costs or talk to the COLA Center for Study Abroad.

4. Guidance on Module (aka “Course”) Selections (pp. 4-5):
   How to complete the Module Choice Form
   □ “Home Institution”: This refers to the US university at which you are enrolled as a student. UNH students should enter “University of New Hampshire.” Non-UNH students can enter their home college or university.
   □ “Regent’s School”: Select “RACL Regent’s American College London”
   □ Number of credits needed while abroad: Enter 15 (UNH students take a total of 5 Regent’s courses for 15 credits. In addition, you will also be registered for a compulsory 1-credit UNH faculty-led British Culture course, making a total of 16 credits for the semester.)
   □ Enter all of your first choice courses (at least 5) in the First Choice Module column. Mark the appropriate box if a course is necessary for you.
   □ List at least 5 back up choices in the Second and Third Choice Module columns.
Choose your modules carefully

- You must discuss the module options available with your academic advisor/ international office at your home institution
- Ensure you read the module syllabi of each module you are interested in carefully. All syllabi are available to read and download here (https://www.dropbox.com/sh/c70yna727uvtxka/AAD-21EapOwtinajw82_JhAha?dl=0)
- You must have read the syllabi before deciding whether you want to take the course or not. No changes are allowed once you have submitted your Module Choice Form
- The Module Choice Form (as part of your application) must be approved by your home institution. UNH students will be required to complete a Course Approval Form after acceptance into the UNH London Program to confirm approval of course selections.

Which courses are available for me to choose from?

- All courses listed on the Course Offerings sheet posted to the UNH London Program website are approved and available for UNH students: https://cola.unh.edu/study-abroad/program/england-london/courses
- Check which module runs in which semester and whether the course is a core or an elective module. Core modules are likely to run while elective modules only run subject to demand
- For all Level 3 modules (600-level courses) and some others, you will need to meet the prerequisites of the course. Check the module syllabi carefully and consult with your academic advisor. These modules are marked with *
- Modules at RACL count 6 ECTS (12 CATS) which is around 3 US credits. The maximum amount of credits you can sign up for is 30 ECTS but we recommend you do not take the full workload in order to allow time to explore and enjoy London. 20-25 ECTS is a balanced workload
- You may register for classes at more than one school (e.g. Regent’s School of Drama, Film & Media or Regent’s School of Fashion & Design as well as Regent’s American College London)

Timetable clashes and modules not running

- We cannot guarantee that you will be given your first choices. This is due to timetable clashes (especially across Schools and levels) and closed classes. Therefore, you must indicate twice as many approved suitable alternatives on your form as you have indicated first choices (If you need to take 25 ECTS, for example, you should note down as many first choices as needed to reach 25 ECTS, and as many first and second alternative choices to reach 25 ECTS, too). You will need to provide up to 18 modules in total. You may be given any of these alternative modules if your first choices are not available. It is important that they fit with your studies and have been approved by your home university. If your form does not state these alternatives it will not be accepted and it will be returned
- Timetable clashes may be avoided if you chose only classes from one level
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- You must ensure that you tick the box ‘compulsory’ if you require the module in order for your graduation not to be delayed at your home institution. We will try our best to get you into this module but we still cannot guarantee it

Changes to your module choices

- You cannot make any changes to your module list. Once submitted, this is considered your final choice. The IPO Inbound Team passes your choices on to the registry office who will schedule you into classes
When will I receive my timetable?

☐ We endeavour to send you a draft timetable a few months prior to the start of the semester. In case we are unable to schedule you into sufficient classes we will then be in touch with you directly to sort this out prior to your arrival. You will receive your final class timetable during the Orientation Week

*By submitting your application form (which includes the Module Choice Form) you confirm that you have read and understood the above.*