
Selecting Courses:

Exchange students are required to take a full time course load of 12 credit hours at UCF to maintain their visa status. Most courses are equal to 3 credit hours. Students must take a minimum of 12 credit hours and may take a maximum of 16 credit hours. Credit hours are often listed as “Units.” Students must check with their home institution about the number of credit hours they must take abroad. Some require 4 courses and some require 5 courses. Students should obtain approval of their course choices from their home university. **Exchange students must enroll in at least 9 credits hours that are not World Wide Web (W).**

It is important for you to provide at least 8 courses **in order of your preference**. You are **not guaranteed** any individual course. If there is a course that is required by your university, discuss the possibility of not being able to enroll in the course with your academic advisor. Please list all 10 choices on the Registration Worksheet even though you will only take 4 or 5 courses. You will not be able to register yourself.

To find courses: Click the “How to locate class numbers” link found in the instructions of the registration worksheet questionnaire.

Important UCF Abbreviated Terms:

PR: (Prerequisite) A course in which credit must be earned prior to enrollment in the listed course.

CR: (Co-requisite) A course that must be taken during the same semester, or prior to, the listed course.

CI: (Consent of the Instructor)

ASC: At Student's Convenience

TBA: To Be Announced. This is often used for courses that are video streamed. Video streamed classes are video recorded, and students have the option to go to class, watch the class online, or both. A professor teaches the class live just like any other class, but students are not required to attend because they are able to watch the class at their convenience from home. Read the course description to see what time the live classes are.

Course Prefixes:

Hospitality students look for HFT or FSS (Hospitality prefixes) or other courses offered at the Rosen Campus.

All students - If your home university advisor allows you to take courses outside your main area of studies, you may choose other courses and we will let you know if it is possible or not. For example, you may want to take American History, Personal Fitness, Cinema Studies, or other courses offered at UCF. The following are some common prefixes used in Business, Engineering and Communication.

BUSINESS PREFIXES:

ACG (Accounting), BUL (Business Law), ECO, ECP, ECS (Economics), FIN (Finance), GEB (General Business), MAN (Management), MAR (Marketing), REE (Real Estate)

ENGINEERING PREFIXES:

Computer Science (CAP, CDA, CET, CGS, CIS, CNT, COP, COT)

Civil and Environmental (CEN, CES, CCE, CGN, ENV, TTE), Mechanical & Aerospace (EAS, EMA, EML), Electrical (EEE, EEL), Engineering: General (EGN), Industrial (EIN, ESI, ETI)

COMMUNICATION PREFIXES:

Advertising (ADV), Public Relations (PUR), Human Communication (COM),

Journalism (JOU), Radio/Television (RTV), Speech Communication (SPC), Mass Media Communication (MMC), Visual Communication (VIC)

COURSE NUMBERING:

You may take courses at the 1000, 2000, 3000 or 4000 level with 1000 being the easier course and 4000 being the more difficult course. You may not take 5000 or 6000 level courses unless you are a Graduate student (Masters Level).

Please be sure to include the Course Number (shown as "Course Nbr" in blue) for the class on the Registration Worksheet. For instructions on how to find course numbers [click here](#).

Registration of courses does not take place until the student has completed the application process (received their DS 2019, completed the immunization form and submitted insurance forms)

Sample Registration Worksheet

The UCFID is a UCF credential used to help identify you in the system. This can be left blank.

Be sure to find out the number of courses that your university requires. The minimum number of credits is 12.

This is your home university.

University of Central Florida

REGISTRATION WORKSHEET

Name: John Smith

UCFID

Term: Spring 2015


Number of courses required by home university: 4

University: World International University

COURSE, in order of preference					CLASS TIME				
Class Number	Prefix + number	Credit Hours	Prerequisite	Title	MON	TUE	WED	THUR	FRI
16289	MAN 3025	3	Junior Standing	Management of Organizations	9:00am – 11:50am				
15908	MAN4350	3	Management major, MAN 3301	Training and Development	4:30pm – 5:50pm				
16263	MAR 3023	3	None	Marketing	TBA	TBA	TBA	TBA	TBA
15918	MAR 3391	3	MAR 3023	Professional Selling	12:00pm – 1:15pm		12:00pm – 1:15pm		
13540	COM 4461	3	One of the following: SPC 1608, SPC 1603, COM 1000 or C.I.	Intercultural Communication		2:00pm – 4:50pm			
14374	PEM 2104	3	None	Personal Fitness		10:30am – 1:20pm			

This usually means that the class is either online (WWW) or it has a video streaming component (RV or V).

The student is approved to take courses from the above list. Minimum requirement is 12 credit hours, maximum number is 16 credit hours.


Signature of authorized person to approve courses

Karl Hanson - Academic Advisor
Name and Title of authorized person to approve courses

Take note that these two numbers are not the same. Please refer to the "How to locate class numbers" document.

Ensure that you look at the prerequisites and make certain that you have completed equivalent courses. Otherwise, you will not be enrolled in the course of your choice.
DO NOT leave this blank.

You are urged to enter the courses in order of your preference.

***** You must provide no less than 8 choices on the worksheet.*****

***** There is NO guarantee that you will be enrolled in your top choices so make sure that you are willing to take all the courses listed.*****