

Butler University Incoming Exchange Students Proposed Coursework Form

INSTRUCTION SHEET

Indicate below the courses that you would like to take while studying at Butler University as an international exchange student. Please list 5-6 classes that you consider your first choice and an additional 4-5 classes that could serve as alternatives in case classes are full, scheduling conflicts occur, or a course is cancelled. Students generally take an average of 15 credit hours at Butler, but international students are required to enroll in a minimum of 12 credit hours to maintain full-time status. You may enroll in a maximum of 20 credit hours.

As you may have noticed, many of the classes that you would like to take have prerequisites (required classes that you must have completed in the past in order to have the adequate background to enroll in the desired class). In order to process your registration, please do the following:

- 1. Look at the courses you have selected (first choices as well as your alternates) on-line and determine the prerequisites for each class you have selected. You may do this by logging onto www.butler.edu/coursesearch. A brief description of the class and the prerequisites will appear when you click on the title of the class.**
- 2. Identify the courses on your transcript that are equivalent to the Butler pre-requisites that are listed on our website.**
- 3. Email me the list of courses on the transcript from your home university that best corresponds with the prerequisites listed for each Butler class you wish to take at the same time that you submit your Proposed Coursework Form.**
- 4. If you determine that you have not taken the required classes that will qualify you to take a desired class at Butler, then please select a different class.**

Also, please make sure that the classes you wish to take while studying at Butler have been approved by your home university. Please understand that dropping and adding classes can be very challenging after the start of the semester. So, we want to assist you in developing an ideal schedule from the beginning.

As an exchange student, Jill McKinney will serve as your academic advisor and will register you for all of your classes. Should you have any questions about classes or registration, please do not hesitate to be in touch with Jill at 317-940-8473 or via email at jsmckinn@butler.edu.

Please complete and return this form to the Center for Global Education by June 1 for priority registration.

NAME: _____

HOME INSTITUTION: _____

[illegible]