

International Exchange Programs

College of Business

Exchange Semester at the University of West Florida

Incoming students

Guidelines and Frequently Asked Questions

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Introduction

This information is intended for exchange students (hereafter “you”) who are planning to take courses in Business programs in the College of Business at UWF.

Before arriving at UWF

Selecting courses

Before you arrive at UWF you must select the courses that you plan to take at UWF. Selecting the appropriate courses is your and your home school advisor’s responsibility. Your home school must approve course equivalencies for your degree program.

Enrolling

Enrolling or registering in the Business courses that you will take during your exchange semester at UWF is an important part of your pre-arrival preparation for your exchange experience.

The International Business Programs staff at UWF is also available via email Dr. Nestor Arguea (<mailto:narguea@uwf.edu>) to assist if you or your advisor have specific questions.

After arriving at UWF

You will most likely find some basic differences in how UWF (and most other U.S. universities) organizes its academic programs from the system your home school uses. For example, U.S. students say “take a course” when you might say “sit for a module.” Beyond simple language differences (and you’ll discover more when you arrive!), there are a few basic concepts you need to understand before you select and enroll in your courses. Taking a few minutes to study the following material will help to insure that you make appropriate course selections and that your enrollment proceeds smoothly.

The information in the following pages is organized as a series of frequently asked questions (FAQ). However, we recommend that you first read all the information in sequence.

Exchange semester FAQ

Frequently Asked Questions on the exchange semester at UWF

1. What is the UWF course numbering system?
2. What is a “credit hour”?
3. Where do courses meet?
4. When do courses meet?
5. How many courses should I take?
6. How do I select my courses?
7. What is a course prerequisite?
8. What if a course I want to take is closed to additional students?
9. How do I enroll in my courses?
10. Can I change my course enrollment after classes start?
11. Who is the UWF advisor for my Business course selections?
12. Who are the UWF Business partner universities?
13. What courses are in the pre-approved list of Business Courses for Exchange Students?
14. Can I take a course that is not on the list of pre-approved courses?

1. **What is the UWF course numbering system** [Back to FAQs](#)

All courses at UWF are identified by a three letter discipline area code, a four number course code, and the course name.

Area Code	Business discipline
ACG or TAX	Accounting
BUL	Business Law
ECO or ECP	Economics
FIN	Finance
GEB	General Business
MAN	General Management
MAR	Marketing
ISM	Management Information Systems
TRA	Transportation and Logistics

Let's look at an example: MAR 4231 Retail Strategy. The area code "MAR" refers to the marketing discipline. The number "4231" is the course code. And the course name is "Retail Strategy." Most course names are good descriptions of the course content, but you should always look at the brief course description contained in the [UWF Catalog](#) of courses online, or the full [UWF course numbering system](#).

Only the first digit is important to you when selecting courses. The first number indicates the academic level of the course material. Levels are:

Level Code	Academic level
1	first year of 4-year bachelor's degree program
2	second year of bachelor's degree program
3 or 4	third and fourth year of bachelor's degree program

All students from UWF Business partner schools should select courses at level 3 or 4. Graduate degree programs (level 5 or 6) are not available to exchange students enrolled in bachelor's degree programs at their home university.

2. **What is a “credit hour”?** [Back to FAQs](#)

A credit hour is the basic unit of academic value for a course. All business courses at UWF earn 3 credit hours for the student upon successful completion. UWF uses a baseline conversion of 1 UWF credit hour = 2 ECTS credits for our students taking courses at non-U.S. universities. For example, we typically equate a 6 ECTS course at a European university with a 3 credit hour course at UWF. You should verify your school’s conversion factor with your advisor at your home school.

3. **Where do courses meet?** [Back to FAQs](#)

UWF has several other campuses in the West Florida region in addition to the Main Campus in Pensacola. You should only enroll in courses meeting on the UWF Main Campus in Pensacola. Other campuses can only be reached by automobile - there is no public transportation from where you will be living on the Main Campus to any of the other campuses, and some are quite far away. For example, the campus in the town of Fort Walton Beach is 40 miles (64km) away from the Main Campus.

4. **When do courses meet?** [Back to FAQs](#)

Courses meet concurrently over a 15 week semester (Fall or Spring). You will find beginning and ending dates of the semester, plus any holidays for which classes are suspended in the [University’s Academic Calendar](#). You should be aware that your Professors will expect you to attend every scheduled meeting of your courses!

A course will meet each week of the semester, following one of four basic scheduling time blocks:

Scheduling time blocks	
Monday, Wednesday, and Friday (MWF)	3 meetings per week of 50 minutes each
Monday and Wednesday (MW)	2 meetings per week of 75 minutes each
Tuesday and Thursday (TR)	2 meetings per week of 75 minutes each
Monday, Tuesday, Wednesday, or Thursday night (M, T, W, or R)	1 meeting per week of 175 minutes

The following trial schedule worksheet shows class times across the 4 scheduling blocks. You can use a mix of meeting times and days to arrange your schedule of courses. However, you can’t enroll in courses whose meeting times overlap. For example, if you enroll in a course that meets at 9:00 a.m. MWF, you could not enroll in another course that meets at 9:30 a.m. on MW. Here is a sample schedule for 4 courses (a total of 12 credit hours).

Sample schedule				
Course	A	meets	MW	8:30 a.m.
Course	B	meets	MW	10:00 a.m.
Course	C	meets	TR	11:30 a.m.
Course	D	meets	MW	2:30 p.m.

5. **How many courses should I take?** [Back to FAQs](#)

You must have 12 credit hours to be in compliance with US student visa requirements. We recommend that you choose four courses for a total of 12 credit hours for your exchange semester. The typical UWF business student takes either four or five courses per semester. You may choose to take a maximum of five three credit hour courses. You should consult with your home university advisor about your university's requirements for exchange students.

6. **How do I select my courses?** [Back to FAQs](#)

The section [Approved Business Courses for Exchange Students](#) has the list of business courses that you should use to make your choices. The courses in this listing have been carefully selected by the UWF College of Business Faculty as appropriate for exchange students from our partner universities.

You can find brief descriptions of each course in the current [UWF Catalog online](#). This list may contain courses that are not offered in the semester that you are attending - check the [Course Search page](#) for current course listings and times.

Some courses will be offered at two or more different times. Each offering is called a "section," and each section has a unique 4-digit "Reference Number" (RefNo).

7. **What is a course prerequisite?** [Back to FAQs](#)

Many business courses offered at UWF have "prerequisites." Prerequisites are preparatory courses that a UWF student must successfully complete prior to taking a more advanced course. Knowledge acquired by the student in a prerequisite course is critical to being able to successfully learn and master material presented in the more advanced course. If you wish to take business courses with prerequisites, you should carefully consider whether your past course work at your home university has given you adequate preparation. You, or your advisor, are welcome to contact Dr. Nestor Arguea at UWF for further information about specific requirements. Remember, it is your responsibility to choose courses that you are prepared for!

Exchange students from UWF partner schools typically have met all prerequisite requirements for all courses included in the Approved Business Courses for Exchange Students listing.

Here is an example of how to interpret the prerequisite requirements for business courses using the Marketing Strategy course.

Prefix	Course	Prerequisites
MAR 4803	Marketing Strategy	MAR 3023 MAR 3503 ACG 3311 FIN 3403

Note: As an illustration, you will not be allowed to take MAR 4803 and FIN 3403 simultaneously.

Course Description

The integrative capstone experience for all marketing program specializations. Instructional focus is on blending knowledge gained in previous marketing and other business course work with advanced analysis skills in a strategic decision-oriented environment. Course relies primarily on case analysis as an instructional method. Should be taken in the last semester of the student's program of study.

The catalog listing for Marketing Strategy specifies four prerequisite courses. When you check the prerequisite course descriptions in the catalog, you will see that UWF students enrolled in Marketing Strategy will have successfully completed an introductory course in marketing (MAR 3023), a second, more advanced, course in marketing (MAR 3503), a course in the use of accounting information in business decision making (ACG 3311), and a course in the financial management of businesses (FIN 3403). Additionally, the last sentence in the description implies that students will have already completed most of their other required Marketing course work prior to taking this course. The assumption of the course Professor in Marketing Strategy is that students will possess the knowledge gained in these previous courses and be able to apply it in the Marketing Strategy course.

8. What if a course I want to take is closed to additional students? [Back to FAQs](#)

UWF course sections all have limits on the number of students that can enroll. These limits may be a function of the size of the room the course meets in or may be specified by the Professor because of the instructional techniques used. If you discover that the course section you want is closed, first look for additional sections. There may be available seats in a section offered at another time. If you can't find a seat in another section, then you should email Dr. Nestor Arguea and ask if it is possible to obtain an exception to the enrollment limit.

9. How do I enroll in my courses? [Back to FAQs](#)

When you have completed all UWF application requirements, you will receive a "Welcome" email from the "Green Team" in the UWF Registrar's Office. You should carefully follow the enrollment instructions explained in this email.

10. Can I change my course enrollment after classes start? [Back to FAQs](#)

Yes. All students are allowed to change their course schedules at any time prior to the first day of class and during the scheduled "Drop/Add" period after classes begin (usually during the first week of the term; check the official academic calendar for deadlines). You should be aware that it may be difficult to make major changes in your schedule during the "Drop/Add" period, as many sections will have reached their enrollment limits.

11. **Who is the UWF advisor for my Business course selections?** [Back to FAQs](#)

Before your arrival at UWF:

Dr. Nestor Arguea
Director, International Business Programs
<mailto:narguea@uwf.edu>

After your arrival at UWF:

Beth Billy, Ed.D.	Dr. Nestor Arguea
Director, Advising Center	Director, International Business Programs
Building 76A, Room 228	Building 53, Room 134
474-3193	474-3071
mailto:bbilly@uwf.edu	mailto:narguea@uwf.edu

12. **Who are the UWF Business partner universities?** [Back to FAQs](#)

Students exchanging from the following list of UWF Business partner universities are pre-approved for the waiver of any prerequisite requirements for the courses in the list that follows. Exchange students from all other universities must be individually approved for prerequisite course waivers by Dr. Nestor Arguea, Director of International Business Programs.

	Country	City	UWF Business Partner University
1	Belgium	Brussels	Institut Catholique des Hautes Etudes Commerciales (ICHEC) http://www.ichec.be
2	France	Amiens	Amiens School of Business (ESC Amiens-Picardie) http://www.supco-amiens.fr
3	France	Angers	École Supérieure des Sciences Commerciales (ESSCA) http://www.essca.fr
	Hungary	Budapest	École Supérieure des Sciences Commerciales (ESSCA) http://www.essca.fr
4	France	Paris	École Supérieure du Commerce Extérieur (ESCE) http://www.esce.fr
5	Finland	Mikkeli	Mikkeli University of Applied Sciences http://www.mamk.fi/etusivu.asp
6	Germany	Bielefeld	Fachhochschule Bielefeld - University of Applied Sciences (FH Bielefeld) http://www.fh-bielefeld.de/en
7	The Netherlands	Rotterdam	Rotterdam Business School (Hogeschool Rotterdam) http://www.hogeschoolrotterdam.nl/international-students
8	The Netherlands	Utrecht	Hogeschool Utrecht: University of Applied Sciences http://international.hu.nl
9	Spain	Vic	University of Vic http://www.uvic.cat/en
10	Spain	Burgos	Universidad de Burgos http://www.ubu.es/en/english-information
11	Spain	Girona	Universidad de Girona http://www.udg.edu/tabid/17562/language//default.aspx
12	Sweden	Örebro	Örebro University http://www.oru.se/english
13	Switzerland	Brugg	University of Applied Sciences Northwestern Switzerland http://www.fhnw.ch/homepage
14	Switzerland	Winterthur	Zurich University of Applied Sciences Winterthur (ZHAW School of Management) http://www.sml.zhaw.ch/en/management.html
15	United Kingdom	Cheltenham	University of Gloucestershire http://glos.ac.uk
16	United Kingdom	Nottingham	Nottingham Trent University http://www.ntu.ac.uk

Last update: January, 2014.

**College of Business
Exchange programs in Europe
Summer 2015**



13. **What courses are in the pre-approved list of Business Courses for Exchange Students?** [Back to FAQs](#)

You should make your business course choices from those listed in this document. The courses in this listing have been carefully selected by the UWF College of Business Faculty as appropriate for exchange students from our partner universities.

Some courses will be offered at two or more different times. Each offering is called a “section,” and each section has a unique 4-digit “Reference Number” (RefNo).

Note: If a course is a prerequisite of another in the list, you will not be allowed to take them simultaneously. See example in page 6 of this document.

List of Pre-Approved Business Courses
(revised February, 2012)

Course		Course name (<i>Discipline</i>)	Term offered		
Prefix	Number		Fall	Spring	Summer
<i>Business Law</i>					
BUL	3130	Legal Environment of Business	y	y	y
<i>Economics</i>					
ECO	3101	Intermediate Microeconomics	y	n	n
ECO	3203	Intermediate Macroeconomics	n	y	n
ECO	4401	Introduction to Mathematical Economics*	n	y	n
ECO	4431	Business and Economic Forecasting	n	y	n
ECO	4704	International Trade and Commercial Policy	y	n	n
ECP	4302	Environmental Economics and Policy**	y	y	n
ECP	4613	Urban and Regional Economic Development	n	y	n
ECP	4990	Natural Resource Economics**	y	y	n
<i>Finance</i>					
FIN	3244	Financial Markets and Institutions	y	y	n
FIN	3403	Managerial Finance	y	y	y
<i>General Business</i>					
GEB	4361	International Business	y	y	y

* It varies; it is offered in the Spring or Summer terms, but not in both. ** It varies; it is offered in the Fall or Spring terms, but not in both.

Course			Term offered		
Prefix	Number	Course name (<i>Discipline</i>)	Fall	Spring	Summer
<i>Management</i>					
MAN	3240	Behavior in Organizations	y	y	y
MAN	3301	Human Resources Management	y	y	y
MAN	3583	Project Management	y	y	n
MAN	4102	Management of Diversity	y	n	n
MAN	4441	Business Negotiation	n	y	n
<i>Marketing</i>					
MAR	3202	Supply Chain Logistics Management***	y	n	y
MAR	3370	Information Sources for Business Decisions	y	y	y
MAR	3503	Consumer Behavior	y	y	y
MAR	3714	Sports Markets	y	n	n
MAR	3860	Customer Relationship Management	y	y	y
MAR	4156	Seminar in International Marketing	y	n	n
MAR	4231	Retail Strategy	y	y	n
MAR	4324	Integrated Marketing Communications: Principles***	n	y	y
MAR	4333	Integrated Marketing Communications: Management	y	n	n
MAR	4403	Sales Management	y	y	y
MAR	4412	Professional Selling Methods	y	y	y
MAR	4613	Marketing Research	y	y	y
MAR	4721	Internet Marketing Principles (Digital Marketing)	n	y	n
MAR	4803	Marketing Strategy	y	y	y
MAR	4841	Services Marketing****	y	y	y
<i>Transportation and Logistics</i>					
TRA	3153	Strategic Transportation Management	n	y	n

*** Not always offered in the Summer term. **** It varies. Offered at least once a year (Fall or Spring). Not always offered in the Summer term.'

14. Can I take a course that is not on the list of pre-approved courses? [Back to FAQs](#)

If you wish to take other business courses not appearing on this list, you must obtain UWF Faculty approval before you can be enrolled in the course.

You must send to Dr. Nestor Arguea via email the following materials for evaluation:

1. The course prefix and number, reference (section) number, and name of the course you wish to enroll in.
2. and, either
 - (a) A description of the content of the course or courses taken at your home university that you believe will satisfy prerequisite requirements for the course you wish to enroll in.
 - (b) or a copy of your transcript listing courses taken, credits received and grades from your home institution.

Dr. Arguea and appropriate faculty will evaluate these materials and inform you of their decision. You should allow up to two weeks for the evaluation and notification process. If approved, you will then be allowed to register for the course.

You may also be eligible to enroll in other, non-business courses at UWF. You should verify the suitability of non-business courses for your academic program with your home school advisor.