

Dear Partners, Dear Exchange Students,

We are sharing with you this document with important information detailing how and when you can change a course selection. Both semesters are concerned by this document.

Timeframe (week)	Changes Possible?	Courses Offered by	Motives for Change	Procedure to Follow
Welcome Week (WW) of S1 <u>OR</u> S2	Yes	- Department of International Affairs (DAI) - Other departments	- Time clashes - Course cancelled or moved to a later date. - The difficulty of the course was underestimated or over-estimated. - Home university requirement	Contact the Courses Coordinator Office: - Visit our office P034 from 9:00 am to 12:30pm and from 2pm till 5pm, - Send an e-mail to courses.exchange@dauphine.fr
Week 1 after WW of S1 <u>OR</u> S2. This week is the first week of classes for DAI courses	Yes	Same as during the WW	Same as during the WW	Contact the Courses Coordinator Office: - Visit our office P034 during normal open hours (indicated on the door and in e-mail signature), - Send an e-mail to courses.exchange@dauphine.fr
Week 2,3, 4, 5, 6, etc. after WW of S1 <u>OR</u> S2	No	None	None	Exceptional: need to be requested by the home university before the International Affairs Director accepts or denies the request. The Director's decision is final.

Attention:

- You are not automatically deregistered from a course:** you always need to inform and double check with the Courses Coordinators that the deregistration is done.
- Only FLE courses can be attended without needing credits AND the Courses Coordinators need to be aware beforehand.**
 - If a previously approved course ends up not being validated by the home university at the end, the Courses Coordinators need to be aware of this to deregister the student from the course
- Do not wait to make a change: as soon as you have a doubt regarding your ability to follow a course, start the procedure!**
- Courses that the student didn't deregister for will appear as failed on the student's grade transcript.**

We hope this document is helpful for you and are excited to be part of your journey!

The courses coordinator team