

UNIVERSITY OF ILLINOIS AT CHICAGO

STUDY ABROAD OFFICE

502 UH

<http://studyabroad.uic.edu>

312.413.7662



Academics

Course approval and changes

Hopefully students will be able to take the courses they have had pre-approved on their Course Approval Form. All courses must be approved by the appropriate faculty/college at UIC. Students must submit any changes they've made while still in Chicago to the Study Abroad Office prior to departure.

If a student needs to add courses to the list once abroad, he/she must contact the appropriate faculty at UIC (most likely via e-mail) to request course(s) be approved. If classes are approved over e-mail, all messages regarding approval must be sent or forwarded to the student's study abroad advisor for verification of approval. **All approvals must take place prior to the deadline to add classes (ten class days from the start of the student's term abroad). Any classes not approved by this deadline, will NOT be processed at UIC.**

Transcripts and Grades

Students are responsible for making sure that the transcript for courses abroad is sent to the Study Abroad Office at UIC. Students should check with their program sponsor to see whether they need to make a written request for a transcript. Transcripts should **NOT** be sent to the Office of Admissions and Records, but sent directly to the UIC Study Abroad Office:

Study Abroad Office (MC 227)
University of Illinois at Chicago
601 S. Morgan St.
Chicago, IL 60607-7105
USA

Once transcripts have been processed by SAO and forwarded to the Registrar's Office, students can check to see whether study abroad grades have posted by calling (312) 413-UICX. Depending on how long it takes a sponsor to send a transcript, it can take up to several months to finalize the posting of study abroad grades. If grades have not posted after a few months, the student should contact their study abroad advisor. Remember also that the program will not release a transcript until the program fee has been paid in full, and a hold may be put on the student's account at UIC.

Return Registration

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The student is responsible for registering for the UIC courses s/he will take upon their return. The Study Abroad Office cannot send a timetable of classes or help to register. Students can check the [timetable online](#) and [register on-line through the Student Access System](#). Or, students can [register by phone](#). If registering by phone, students should be sure to read the instructions first and have their PIN number and course call numbers on hand.