

UNIVERSITY OF ILLINOIS AT CHICAGO

STUDY ABROAD OFFICE

502 UH

<http://studyabroad.uic.edu>

312.413.7662



Credit

Pre-Advising Appointment Worksheet

An important part of choosing a study abroad program is knowing how your courses will fit into your UIC curriculum. The advisor conducting the First Step Advising Appointment will distribute a Pre-Advising Appointment Worksheet to each student. This worksheet helps you plan which courses you should take abroad and which courses you should complete at UIC. In order to complete the Pre-Appointment Advising Worksheet, you will need to meet with an advisor in your college and obtain a DARS report. Once you complete this worksheet and the Study Abroad Application, you can make a Second Step Advising Appointment (a one-on-one appointment with a study abroad advisor). At this appointment, you will be given a Course Pre-Approval Form.

Course Pre-Approval: What It Is and Why You Need It

All study abroad students must have their courses pre-approved. Pre-approval means simply that your director of undergraduate studies, department chair, appropriate faculty for your major/minor/language requirements, and/or the SAO director have reviewed the courses you plan to take and credit will be granted for those courses if they are successfully completed. Course pre-approval is required because:

- ❖ it allows you to remain registered at UIC
- ❖ it allows you to apply for UIC financial aid
- ❖ it guarantees that you will receive UIC credit for approved courses
- ❖ it guarantees that your grades will count toward your GPA
- ❖ it tells you how your courses will fit into your degree, as general education requirements, electives, or requirements within your major or minor
- ❖ it allows your grades to be processed promptly when you return.

Basic Steps for Course Pre-Approval

Once you and your Study Abroad Advisor have reviewed your completed Pre-Advising Appointment Worksheet, you will be given a Course Pre-Approval Form. Here are the basic steps:

- ❖ use your Pre-Advising Appointment Worksheet as a guide in selecting classes you would like to complete while abroad
- ❖ if you want credit for courses in your major or minor, make an appointment with the undergraduate advisor in that department
- ❖ all course Pre-Approval Forms must be completed and returned to the Study Abroad Office no later than one week before your Pre-Departure Orientation.

UNIVERSITY OF ILLINOIS AT CHICAGO

STUDY ABROAD OFFICE

502 UH

<http://studyabroad.uic.edu>

312.413.7662



Credit Hour Check

In order to complete your Pre-Advising Appointment Worksheet and your Course Pre-Approval Form, you must meet with a college advisor to obtain and review a copy of your DARS report. This allows you to understand the number of classes you must complete in order to graduate and will help you to plan which courses to take abroad and which courses to complete at UIC.

Most program brochures give a brief description of the courses available. Often, these descriptions are sufficient for the course pre-approval process. If your advisor requires more information, contact your program sponsor for a syllabus. You should keep copies of the syllabi for all of the courses you take while abroad in case your advisor or dean wants to review them upon your return.

Meeting with Your Departmental Advisors

If you plan to get credit in your major or minor, you will need to meet first with the appropriate departmental academic advisor. If you only plan to take courses to fulfill general requirements or elective credits you will only need to meet with the Director of Study Abroad.

Your advisors will examine the course descriptions and approve the course for credit. We strongly suggest that you have a few extra courses pre-approved in case conflicts or cancellations require that you change your schedule. In addition to reviewing your courses, your advisor may want to discuss some other issues. Be prepared to explain why you want to study abroad and what your academic goals are. Your advisor may also want to discuss your cumulative GPA and your class standing. In general, you must have a GPA of 2.5 / 4.0 and have completed a minimum of 12 credits at UIC in order to study abroad. If you do not meet these requirements, you must submit a written petition to the SAO requesting special approval. You may not be given your signed pre-approval form on the same day as your appointment. Course approval can take up to 3-5 working days. It is your responsibility to make your appointments well in advance and to get approval at least 1 month prior to your departure.

What to Do with Your Signed Pre-Approval Form

Return your signed pre-approval form to your study abroad advisor. Be sure to make a copy of your form and take it with you when you go abroad.

UNIVERSITY OF ILLINOIS AT CHICAGO

STUDY ABROAD OFFICE

502 UH

<http://studyabroad.uic.edu>

312.413.7662



Registration for Study Abroad

IMPORTANT! DO NOT REGISTER YOURSELF! The Study Abroad Office will register you for the number of credit hours your college has approved for your study abroad program. If you register yourself, you will be billed UIC fees and some or all of your financial aid will be withheld to pay those fees. Fixing this problem once you have been billed can be very time consuming and you may not receive the total amount of aid to which you are entitled. Also remember that an outstanding bill will automatically put a hold on future registration and grade processing. If you have already registered for on-campus classes for the term you will be abroad, you must withdraw from classes and cancel your registration by the official add/drop date. Otherwise, you will be assessed UIC tuition and fees. If you are a member of the Honors College, **DO NOT** register yourself for the Honors Activity (HON 222). The Study Abroad Office will work with the Honors College to make sure that you are properly enrolled for that course. If you register yourself, you will be assessed tuition and fees and this will affect your financial aid and may result in a hold on your student account.

Academic Responsibility

Study abroad is a unique opportunity because you will learn as much outside of the classroom as in it. But remember that you are participating in an *academic program*. You cannot take study abroad courses pass-fail and the grades you receive will count toward your UIC GPA. **Failing grades may affect your financial aid** due to the requirement for satisfactory progress. No one expects you to spend *all* of your time abroad studying, but you must take your academic responsibility seriously.