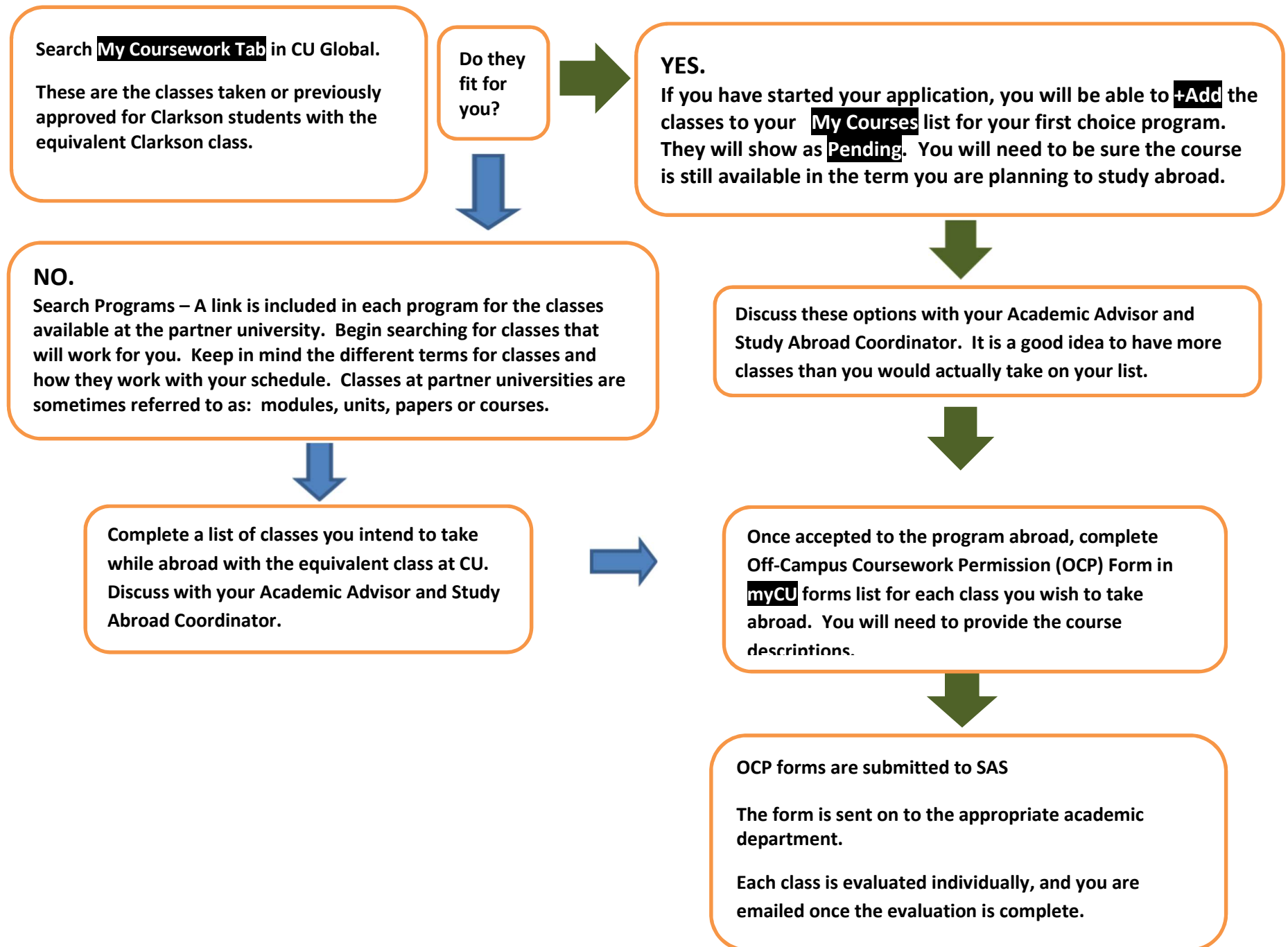


Choosing Classes for Outgoing Study Abroad Students



Complete the Coursework Section of Application

- a. Research the classes that have been previously taken. These are listed in your account under **My Coursework** tab. These classes show you the course abroad with the Clarkson class that it counted for previously. *Once you have started an application* there will be an **ADD button** next to the classes available for your **first choice program**.

If these classes fit for you, **ADD** them to “My Courses” to keep a list of those classes. These classes will be **‘Pending’**.

If you find a class but want it to count as a different Clarkson class ADD it to the list and we can update it once it has been approved.

You will need to confirm that these classes are still viable options. You can find out using the **Program Information** in CU Global. Go to the **Partner Academic Info**. There are links to the classes available for exchange students listed there. Cross-reference the options.

- Are the classes still available/offered?
- Are the classes available in the semester you plan to go there?

- b. If the classes previously approved **do not fit for you**, go to the **Program Information in CU Global**. Next, go to the **Partner Academic Info**. There are links to the classes (modules, units, papers or courses) available for exchange students listed there. Find class options along with descriptions for the potential classes.

Create a list of potential options for study abroad and discuss with your Academic Advisor and Study Abroad Coordinator.

- c. **Once accepted to the program abroad, you will get the forms approved by submitting the Off Campus Coursework Permission form for each class in myCU.**
- d. **These forms are submitted to SAS electronically and on to the appropriate departments for approvals.**
- e. Once the forms are **‘Approved’**, you will receive an email.

Please keep in mind that the coursework process is ongoing. You may have to make class changes along the way. Sometimes you even have to make changes once you are abroad. We are here to help you with this, if needed.

Be sure you have approvals for each class you take abroad. SAS will receive your transcript from abroad and issue credit based on the approved forms.