

KLINGLER COLLEGE OF ARTS AND SCIENCES

Academic and Study Abroad Advising Guide

A successful study abroad experience depends upon careful curricular planning and your taking proactive steps to ensure that your study abroad courses are approved. The following provides an outline of the various advising resources on campus as well as a step by step guide to using these advising resources effectively and to seeking approval for your overseas courses.

Academic Advising

1. See your regular academic advisor and/or major department for guidance on the following:
 - What are my curricular requirements? What is the difference between UCCS and College Curriculum courses, major, minor requirements? Can any courses fulfill more than one of these areas?
 - Which courses will I be allowed to take off campus?
 - Which courses do I need to take freshman and sophomore years (i.e. foundation courses in the major, first courses in a sequence, etc.)
 - Which, if any, courses in my program follow a sequence and is this sequence flexible (i.e. are courses offered in a summer term, etc.)
2. Develop a wish list of 5-7 possible courses you would like to take overseas.

Recommended time frame: as early as first semester freshman year and any semester thereafter until studying abroad.



Study Abroad Advising

1. See an advisor in the Office of International Education for guidance on the following:
 - Which programs best fit my academic, financial, and personal needs and preferences?
 - What are the eligibility requirements?
 - Do I need to take any courses as prerequisites?
 - Which programs will best allow me to take courses on my wish list?
 - Where can I obtain course descriptions and other information about the courses I wish to take overseas, i.e. credit equivalencies, available courses, registration timelines, etc.?
2. Select courses from the overseas institution. Note: Often course selection will be based on the past academic year's course offerings.

Recommended time frame: as early as first semester freshman year and any semester thereafter until studying abroad.



Course Approvals (prior to departure)

1. Based on your review of available courses in your study abroad program, complete the course approval form, bearing in mind the following:
 - a. List the course number and title
 - b. List the number of Marquette credits you will be seeking to transfer (consult with an advisor in the Office of International Education to determine the appropriate number of Marquette credits if you are unsure.)
 - c. List the Marquette equivalent which best matches the course you plan to take abroad (determine the equivalent based on your reading of the overseas course description and the Marquette curriculum. If there is no exact equivalent at Marquette, use the department acronym and the numbers 069 for lower division courses and 169 for upper division courses.
 - d. List the requirement category for which you would like the course to count, i.e. major, minor, UCCS, college curriculum, or an elective in none of these categories.
2. For each course, collect course descriptions as well as information such as whether it is an upper or lower division course, whether the course has any prerequisites, the number of contact hours for each course.
3. Submit the Course Approval Form and the above supporting materials to your major and minor departments for signatures on any courses you are seeking for major or minor credit. Refer to the list of departmental contacts. Note that in some departments it is preferred that you drop off your course approval form and in others it is preferred that you meet with the departmental chair or contact. Please refer to the list of contacts for these instructions.
4. Upon receipt of any signatures for major and minor courses, submit your Course Approval Form and supporting materials to the Records Office in the Klingler College of Arts and Sciences (Marquette Hall 208) for approval of UCCS courses, College requirements, or electives. Please allow 14 days for your courses to be approved. After 14 days, please pick up a copy of your signed Course Approval Form from the College and submit your copy to the Office of International Education by October 1 for spring study abroad and March 1 for summer, fall or academic year study abroad.



Course changes in-country

In some programs you will have anywhere from 1-3 weeks to attend different classes before finalizing your registration. You may find that not all courses you had pre-approved are being offered and/or that times conflict. In this case you will need to seek approval for these courses over e-mail.

To facilitate this process it is recommended that you:

1. Use the following subject line: Course Approvals First Name Last Name MUID
2. List the numbers and titles of new courses you would like to have approved, followed by the number of Marquette credits, the desired Marquette equivalent and which requirement area you would like to have fulfilled.
3. Paste a course description in the body of the e-mail just below the course title.
4. Send the e-mail to your major or minor department (refer to the list of designated contacts) or to Father Joseph Mueller for approval of UCCS courses, College requirements, or electives.
5. Once you have received approval by e-mail for all new courses, forward this e-mail approval to Pauline Thomas in AS Records, and Luba Aganina in OIE to ensure that these approvals are filed with your study abroad records.