

Course Planning

Students must work closely with their academic advisor in preparation for their study abroad program. The earlier in your college experience that you start to pursue information about studying abroad the better, but students can look at study abroad options at any time. Familiarize yourself with the courses available on your chosen study abroad program and understand the academic parameters you will use to choose courses abroad.

1. DETERMINE WHICH REQUIREMENTS YOU STILL NEED TO FULFILL

Consult with your academic advisor to determine which UAA requirements you still need to fulfill. This will help you to determine which classes to choose for your study abroad experience.

2. RESEARCH APPROPRIATE COURSES ABROAD

Consult the courses offered by the program of your choosing.

For study abroad programs hosted by a third-party provider (for example: AIFS Study Abroad, Global Education Oregon (GEO), etc), consult the section about courses on the website of the specific program page you're interested in.

For international exchange programs, consult the study abroad office at the institution you are applying to for assistance on how to choose courses.

For questions on how to find courses abroad, contact the Education Abroad Coordinator.

3. PRE-PETITIONING COURSES FOR CREDIT

After researching which courses you would like to take, students must then work with their academic advisor to complete the UAA Preliminary Course Evaluation Form. Students submit the completed form to the UAA Transfer Evaluation Department as indicated on the form. A transfer credit evaluator will email you back showing preliminary equivalencies.

Some determinations about credit transfer cannot be made before your departure. In many cases, you will have to petition for courses to fulfill specific UAA degree requirements. Keep any course syllabi, course schedule or outlines of courses that you take while you are abroad. Once you have returned, this will be helpful in finalizing determinations about which UAA requirements your courses will be approved for. Consult with your academic advisor for more information about the petitioning process for study abroad.

4. REGISTERING IN THE UAA PLACEHOLDER COURSE

Students going abroad do not directly register for their courses abroad through UAOnline. Instead, students register for a "placeholder course" at UAA that indicates they are studying abroad but still considered a UAA student. The Education Abroad Coordinator will assist students in registering for a placeholder course prior to departure. The placeholder course facilitates the disbursement of financial aid and scholarships, provides a mechanism for outbound exchange students to pay UAA's tuition, and enables UAA to verify enrollment.

Students will register for the courses they have chosen according to the registration instructions of the specific program they have chosen.

5. RETURNING FROM STUDY ABROAD

Credits earned during your program cannot be posted to your UAA record until UAA receives a grade report or official transcript from your study abroad program. This can take up to six weeks depending on the program. Students can check with the UAA Office of the Registrar if these have been successfully sent and then received by UAA.

NOTES TO CONSIDER WHILE ABROAD:

- **Course Changes** - In the event that you have to change any courses that you take at your host university/study abroad program, you must notify your Academic Advisor(s) and the Transfer Evaluation team by e-mail. A transfer credit evaluator will email back updated preliminary equivalencies.
- **Evaluating Courses for Subsequent Semesters** - If you are studying abroad for more than one semester (ex: academic year), you will need to work via email with your Academic Advisor(s) and the Transfer Evaluation staff to pre-evaluate the courses that you intend to take each semester that you will be abroad.

RETURNING FROM EDUCATION ABROAD:

- **Credit Maximums** - Credits earned through study abroad providers cannot exceed 16 credits per semester. Students who earn 17-19 credits abroad can petition to have the additional credits counted, but it is not guaranteed.
- **ALL credits will be posted in accordance with UAA policies** - Students cannot pick and choose which courses will be posted to their records or opt out of having their transcripts sent and grades posted. In some countries, educational institutions may omit failed courses from the transcript. UAA will post grade of “F” in this case. You will earn letter grades for your courses unless your course is graded pass/fail.
- **Resident Credit, GPA, Honors & SAP for Study Abroad Programs** - Credit earned through a program hosted by a third-party provider or international exchange program will be posted as resident credit. This means that the grades you earn will directly impact your UAA GPA and ability to graduate with university honors and maintain financial aid eligibility.
- **UAF & UAS Affiliated Program Credit/GPA** - Credit earned on exchange through UAF or UAS will be posted as *transfer credit*. Why? UAF or UAS posts the credit as resident credit because you participated in the exchange through their university. UAA transfers the credit from UAF or UAS. While grades for transfer credit do not affect your UAA GPA as it appears on your academic transcript, they can affect your financial aid eligibility, as well as your ability to graduate with university honors.
- **Degree Works & Placeholder Course** - Please note that Degree Works cannot distinguish the lower-division placeholder course from a real course. The placeholder course credits will appear as “in progress” in Degree Works. This means that Degree Works may not accurately reflect the total number of lower and upper division credits for the term until UAA receives your official transcript of your coursework abroad, your courses are evaluated, and the credits posted to your UAA record.
- **Final Transcript** – After completing your program, you should expect to receive a final transcript from either the study abroad third party partner or the international exchange partner (depending on which study abroad program you did). Please reach out to the UAA Education Abroad Coordinator if there are any delays. If UAA does not receive your transcript, a Registrar’s Hold may be placed on your student account.

For more information:

Education Abroad Coordinator Phone: 907-786-1720 Email: uaa.oija@alaska.edu

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination

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