Choosing Classes for Outgoing Study Abroad Students

- **Do they fit for you?**
  - **YES.** If you have started your application, you will be able to add the classes to your My Courses list. They will show as pending.
  - **NO.** Search Programs – A link is included in each program for the classes available at that university. Begin searching for classes that will work for you. Keep in mind the different terms for classes. They may be referred to modules, units, papers or courses.

  - **Complete Off-Campus Coursework Permission (OCP) Form for each class you wish to take. You will need to attach a course description to the OCP form.**
  - **Get the forms approved. Once OCP forms are signed, please submit them to Christine Bailey.**

  - Status of the class will change to approved in your My Courses list.
  - Be sure you have a minimum of 5 forms approved and submitted to Christine Bailey prior to your interview!

Print out descriptions for the classes you wish to get approved. Complete the OCP forms.
Complete the Coursework Approvals

a. Research the classes that have been previously taken. These will be listed in your CU Global 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 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 link to the classes available for exchange students listed there. Cross reference the options.

● Are they still taught?
● Are they taught in the semester you plan to go there?

Complete the Off Campus Coursework Permission Form, attach description and obtain the signature/approvals. Once the approvals are complete submit the forms to Christine Bailey and the classes will be updated to ‘Approved’ in your list.

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 available for exchange students listed there. Find class options along with descriptions for the potential classes.

Complete the Off Campus Coursework Permission Form, attach course description and obtain the signature/approvals.

Once the approvals are complete submit the forms to Christine Bailey and the classes will be added into CU Global as course equivalencies and added to ‘My Courses’ and approved in your list.

Please keep in mind that the coursework part of the 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.

The International Center will keep all Off Campus Coursework Permission forms on file. Once your transcript is sent to us from the program abroad, we will send the off campus forms and the transcript to SAS to be recorded to your PeopleSoft account.