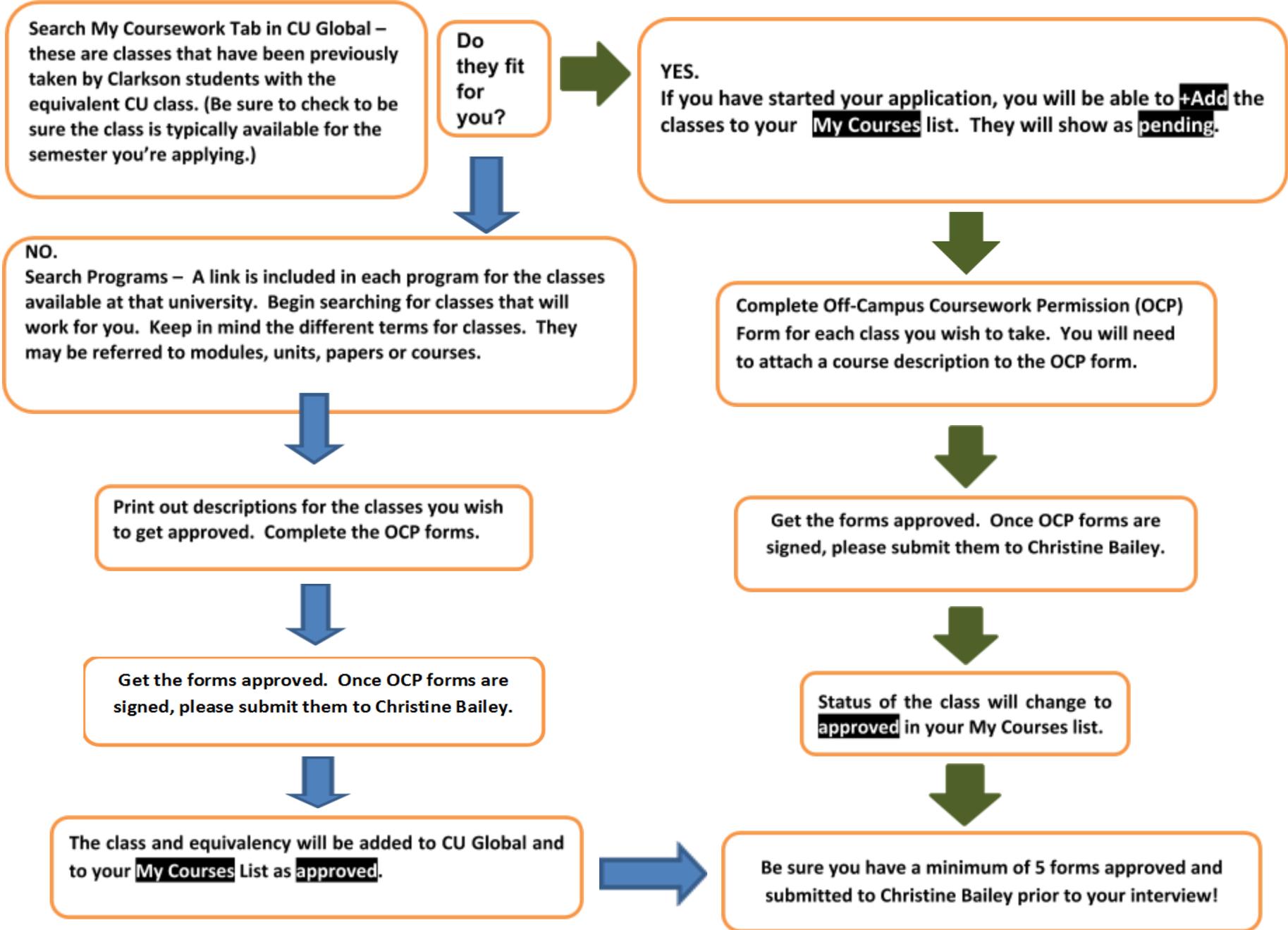


Choosing Classes for Outgoing Study Abroad Students



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.