



**SSOE Course Approval & Registration Form – Semester Abroad**

Last (family) Name:

First Name:

Middle Name (if applicable):

**Directions:**

This form will be routed to the following individuals as applicable in the order listed. This form will list the student's first choice courses; details on how those courses, as well as pre-approved alternates, count towards requirements; and outlines processes specific to this Pitt Global Experience.

**Student:**

- Prior to beginning this form, make an appointment with your UG Major coordinator and/or other advisors to review your Global Experience as well as to review course options for your program.
- You will complete your sections of the entire document first and then the UG Major coordinator, other advisor etc. will complete their sections. Complete your portions of sections 1-7, and section 8 if applicable.

**Undergraduate Major Coordinator:**

- Please complete your portion of sections 7 & 8.

**If applicable: Second Advisor:**

- Please complete section 9.

**International Engineering Initiatives:**

- Please complete section 10.

**Section 1: General Information**

PeopleSoft ID#:

Major #1:

Major #2 (if applicable):

Minor (if applicable):

Certificate (if applicable):

Name of Global Program:

Destination (City, Country):

Term Abroad:

Fall 2021

Full year 2021-2022

Spring 2022

DATES of program abroad: Start date

End Date:

## **Section 2: Co-Op**

Are you currently participating in the Co-op program?

YES                      NO

If my participation in this program will affect my approved Co-op schedule, I acknowledge that I have contacted the co-op office and discussed this situation with the Co-op office.

YES                      NO                      N/A

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 3: Academic credit minimum & responsibility of registration while abroad**

By signing below, I hereby indicate that as a full semester student participating on a Pitt Global experience, I am aware that I must maintain a registration which is the equivalent of at least 12 Pitt credits during that global experience. I furthermore understand that it is my responsibility to understand what courses abroad equate to a minimum of 12 Pitt credits. Failure to be registered for 12 or more Pitt credits may have financial implications dependent on your financial aid package.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 4: Credit transfer**

By signing below, I hereby acknowledge that I am aware of the credit transfer policy for this Pitt Global experience. In general, students will earn letter grades on Panther programs; students will earn S/NC credit for Exchange, Partner and Pitt Recognized Program (PRP) courses. On Exchange, Partner and PRP programs, S credit will be recorded if the student earns the Pitt equivalent of a "C" or better in the course abroad. NC credit will be recorded if the student earns the Pitt equivalent of a C- or lower in the course abroad. If you are uncertain as to which type of program you are attending, please consult the program manager for details. I also acknowledge that I am aware that transcripts from foreign institutions, partners and providers often take several months to be received. As such, updated grades may not be recorded for several months after the end of the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 5: Required evidence of registration at overseas institution**

By signing below, I hereby indicate that as a full semester student participating on a Pitt Global experience, I am aware that I must forward to the International Engineering Initiatives office, a copy of my final registration for the Pitt Global experience in which I am participating overseas. I must provide this document within 14 days of semester start date at the university abroad. (This may differ from start of Pitt semester dates.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 6: Financial Responsibility:**

By signing below, I hereby agree and promise to pay the University of Pittsburgh all tuition and fees resulting from being registered on this Pitt Global experience. The amounts may vary depending on your Pitt Global program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 7: Course Approval – both student and Undergraduate Major Coordinator complete**

**Student:** Please complete the following chart indicating for which courses you will register while participating on this Pitt Global experience. You will complete your sections of the entire document first and then the UG Major coordinator will complete their sections. In this chart, you will list your **first-choice course selections for which you will be registered.**

**UG Major Coordinator:** Please review the student’s selections and indicate how these courses will apply to degree requirements. All columns must be completed. Column C (# of Pitt credits) must total between 12-18 credits. Below the chart indicate: (1) the course credit total, (2) which, if any, of these courses will fulfill a “W” requirement, and (3) *for IE only*, if this program fulfills the International requirement.

Both the student and the Undergraduate Major Coordinator will also sign below the chart.

*Please note:* In Section 8 the student and Undergraduate Major Coordinator will list pre-approved alternates in the event the first-choice courses are not available overseas. If your course selection OR if the total number of Pitt credit equivalents changes, you must complete the **SSOE Course Approval & Registration Form – Semester Abroad -CHANGE FORM** immediately. The *Change Form* will also be routed for the approval and signature of the Undergraduate Major Coordinator.

<b>COURSES ABROAD- first choices</b> Completed by the student	<b>PITT COURSE EQUIVALENT</b> Completed by Undergraduate Major Coordinator	<b># OF PITT CREDITS</b>	<b>DEGREE REQUIREMENTS FULFILLED</b> Completed by Undergraduate Major Coordinator
TOTAL Credits (must be between 12 -18 Pitt credits)			

**Undergraduate Major coordinator:**

Please validate that the total number of Pitt credits is between 12-18. Yes      No

**IE only:** Indicate if this program fulfills the International Requirement. Yes      No

Please list which, if any, of the above courses will fulfill a “W” requirement:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Student*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Undergraduate Major Coordinator*

**Section 8: Course Approval – ALTERNATES – both students and Undergraduate Major Coordinator complete**

The following chart indicates which courses are pre-approved as ALTERNATES if the first-choice courses are not available while overseas. Both the student and the Undergraduate Major Coordinator will complete this chart. It is recommended that 3-5 alternates are pre-approved on this form. The student will not be registered for these courses unless a *Change Form* is processed while the student is abroad.

**Student:** Please complete the course abroad ALTERNATES. Please also sign the signature line below.

**Undergraduate Major Coordinator:** Please fill in the Pitt Equivalent, Pitt # of credits and how these courses will apply to degree requirements. Column C (# of Pitt credits) must be completed but *no total is needed as these are alternates*.

Both the student and the Undergraduate Major Coordinator will also sign below the chart.

Please note: If your first-choice course selections OR if the total number of Pitt credit equivalents changes while overseas, you must complete the **SSOE Course Approval & Registration Form – Semester Abroad -CHANGE FORM** immediately. The *Change Form* will also be routed for the approval and signature of the Undergraduate Major Coordinator.

**Alternate courses**

COURSES ABROAD-ALTERNATES Completed by the student	PITT COURSE EQUIVALENT Completed by Undergraduate Major Coordinator	# OF PITT CREDITS	DEGREE REQUIREMENTS FULFILLED Completed by Undergraduate Major Coordinator

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Student*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Undergraduate Major Coordinator*

**Section 9: OPTIONAL Course Approval – second major, minor, certificate – both the student and second advisor will complete (if applicable)**

This section is to be completed by students who are completing a second major, minor, or certificate **AND** intend to use courses on this program to fulfill requirements for a second major, minor or certificate. If you do not have a second major, minor or certificate, OR are not using courses to requirements outside of your major, you do not need to complete this section. **These courses will be repeats of courses listed in Section 7; you will list them here to indicate how your second major, minor or certificate requirement(s) will be fulfilled.** Column C (# of Pitt credits) must be completed-but no total or minimum is required.

**Student:** Please complete information for the 2<sup>nd</sup> Advisor name and email. Then list the course(s) abroad which you wish to use to fulfill requirements for your 2<sup>nd</sup> degree, minor or certificate. Last sign the signature line below.

**Advisor:** Please fill in the Pitt Equivalent, Pitt # of credits and how these courses will apply to degree requirements. Column C (# of Pitt credits) must be completed but *no total is needed*. Then please sign below the chart.

Please note: If your course selections OR if the total number of Pitt credit equivalents changes while overseas, you must complete the **SSOE Course Approval & Registration Form – Semester Abroad -CHANGE FORM** immediately. The *Change Form* will also be routed for the approval and signature of the Undergraduate Major Coordinator and if applicable the 2<sup>nd</sup> Advisor.

**IF you are taking courses abroad which are to fulfill requirements for your 2<sup>nd</sup> Major, Minor or certificate:** Please provide the full name and email address of the Advisor for your 2<sup>nd</sup> Major, Minor or certificate program.

2<sup>nd</sup> Advisor Name:

2<sup>nd</sup> Advisor email:

COURSE(S) ABROAD – 2 <sup>nd</sup> major, minor or certificate courses <b>Completed by the student</b>	<b>PITT EQUIVALENT Completed by 2<sup>nd</sup> Advisor</b>	<b># OF PITT CREDITS</b>	<b>REQUIREMENTS FULFILLED Completed by 2<sup>nd</sup> Advisor</b>

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Student*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Advisor for Second Major, Minor, or Certificate*

**Section 10: Registration—this section is to be completed by International Engineering Initiatives staff**

Student was registered for \_\_\_\_\_ # of credits for the \_\_\_\_\_ semester.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*International Engineering Initiatives staff member*