



SSOE Course Approval & Registration Form – Short Term Abroad (Non-Panther)

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 course selection for this short-term program, details on how those courses, 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 1-5, and section 6 if applicable.

Undergraduate Major Coordinator:

- Please complete your portion of section 5.

If applicable: Second Advisor:

- Please complete section 6.

International Engineering Initiatives:

- Please complete section 7.

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:

Summer 2021

Spring Break 2022

Summer 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: 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 4: 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 5: 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.

UG Major Coordinator: Please review the student’s selections and indicate how these courses will apply to degree requirements. All columns must be completed. 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: If your course selection OR if the total number of Pitt credit equivalent 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.

COURSES ABROAD- first choices Completed by the student	PITT COURSE EQUIVALENT Completed by Undergraduate Major Coordinator	# OF PITT CREDITS	DEGREE REQUIREMENTS FULFILLED Completed by Undergraduate Major Coordinator
TOTAL Credits			

Undergraduate Major coordinator:

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 6: 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 5; you will list them here to indicate how your second major, minor or certificate requirement(s) will be fulfilled.**

Student: Please complete information for the 2nd Advisor name and email. Then list the course(s) abroad which you wish to use to fulfill requirements for your 2nd 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 equivalent 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 2nd Advisor.

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

2nd Advisor Name:

2nd Advisor email:

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

Signature _____ Date _____
Student

Signature _____ Date _____
Advisor for Second Major, Minor, or Certificate

Section 7: 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