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.

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<tr>
<th>COURSES ABROAD- first choices</th>
<th>PITT COURSE EQUIVALENT</th>
<th># OF PITT CREDITS</th>
<th>DEGREE REQUIREMENTS FULFILLED</th>
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<tr>
<td>Completed by the student</td>
<td>Completed by Undergraduate Major Coordinator</td>
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**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:

<table>
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<tr>
<th>COURSE(S) ABROAD – 2nd major, minor or certificate courses Completed by the student</th>
<th>PITT EQUIVALENT Completed by 2nd Advisor</th>
<th># OF PITT CREDITS</th>
<th>REQUIREMENTS FULFILLED Completed by 2nd Advisor</th>
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Signature __________________________________________ Date __________________________

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*