



UNIVERSITY OF NORTHERN COLORADO

Center for International Education

Study Abroad Course Planning Form

The *Study Abroad Course Planning Form* is only intended to help you plan your class schedule abroad. The Registrar's Office must pre-approve any courses that may be transferred for LAC credit. Final evaluation of transfer credits will occur upon arrival of your study abroad transcript.

Part 1 – Completed by STUDENT

Name: _____ Bear ID: _____ Program Name: _____
Major: _____ Name of Host Institution: _____ Location (country): _____
Minor: _____ Semester Term & Dates (MM/YY – MM/YY) : _____

If you intend to take a UNC Online Course while on your study abroad program, please tick this box and include the course on the list below.

Part 2 – Completed by STUDENT, ADVISOR, and REGISTRAR'S OFFICE

The above student has applied to participate in a UNC Study Abroad program. The student should provide you with a list of proposed courses and course descriptions (and syllabi, when available) that they wish to enroll in at their host institution. Please review the following course list and the accompanying course descriptions to determine the UNC equivalent. **Note:** The course description must include the estimated number of hours and/or credits.

Completed by Student			Completed by Advisor and Registrar's Office			
Course Prefix & #	Course Title	Host Institution Credits	UNC Equivalent (if available)	✓ if equivalency TBD on return	LAC/UWE/Major/Minor/None	UNC Credits

Student Instructions/Checklist:

- Step 1: Review [International Transferview](#) database to determine whether any of your courses have been evaluated.
- Step 2: Research courses at your host university that might meet program requirements –[print course descriptions/syllabi](#).
- Step 3: Fill in “Completed by Student” sections with your information and the host university course details.
- Step 4: Attach course descriptions (or syllabi, if available).
- Step 5: Meet with your Academic Advisor for review and signature.
- Step 6: Sign and date the Course Planning Form.
 - If you intend to take an UNC Online Course, tick the box next to your signature.
- Step 7: Make a copy for your records and return the signed form to the Study Abroad & Exchange Office:
 - Scan and email to study.abroad@unco.edu
 - Drop off at Center for International Education, University Center, Room 1110

Comments & Signatures:

Registrar’s Office Comments:		
Academic Advisor Comments:		
Major Advisor Name	Signature	Date
2 nd Major/Minor Advisor Name	Signature	Date
Student’s Signature	Date	