

UNC Study Abroad Course Approval Form For Advisors

The study abroad course approval form will be used to determine course equivalencies for students.

1. First, students are asked to meet with advising to come up with an initial list of courses the student will submit using the study abroad form.
2. Then, the courses will be sent to dept. chairs for evaluation.
3. Once that is done, the form is sent back to advising directors to see if the equivalencies will be degree applicable and then sent back to the student.

If any questions or concerns arise, please reach out to TransferEval@unco.edu for help.

Step 1: Advising meeting

After a student applies for Study Abroad and meets with their study abroad advisor, they are asked to meet with academic advising to determine what courses or programs could go towards their degree. The student needs to compile the course descriptions, syllabi, and other information from the study abroad courses to submit to the OnBase form. We recommend them start a word doc to keep track of courses and submit them all at once. These courses will then go to dept. chairs to be evaluated for equivalency before the form is sent to you.

Students are asked to choose about double the amount of classes they will take in case courses are not available. This way students have extra courses to choose from in case a course is unavailable when they arrive. Typically, they are required to take around 12-15 credits.

Step 2: Degree Evaluation

Once we have determined how courses will come into UNC, we will send the form to the Advising director for each college or send to multiple advising depts if the student has more than one major or minor. We ask that you let us know if the course is applicable towards their overall degree. If the course can be substituted for a specific degree requirement (i.e. Art 3XX can go towards major electives) a course substitution form will be required to be submitted at the same time you are evaluating their courses for degree applicability. Courses that directly meet requirements (i.e. coming in as Eng 122 to meet LAC) do not need a course adjustment form.

Extras

Advising Directors can send the form for evaluation by right clicking the student's name, then clicking "Send To" and the e-mail option. Steps are on the back of this page.

If the student waits too long, they may not get a full evaluation in time to register. Students are recommended to submit the form 30-45 days before the start of their program. Evaluations must go through the Registrar's office, but if they miss the deadline, are asked to work with you to see what could be degree-applicable **and submit the form ASAP.**

Due to CPOS, students with federal financial aid may not have optional minor courses counted unless they have enough university wide elective space. Refer them to Fin Aid if they have questions.

Fyi: During their application process for study abroad, they are also required to ask for a letter of rec. from their advisor

Navigating the OnBase Form

The top section for each course is the study abroad course information. The second section is what the department has evaluated the course to come in as. For each course, you will need to select if it meets major, minor, licensure, etc. requirements. If the course is a dept. elective and could meet a direct program requirement, a course substitution form will need to be submitted at the same time you are filling out this form.

If this needs to be evaluated further by a faculty member or another advisor, you can send this form in an e-mail.

- Right click on the student's name in the Bin
- Send To
- Mail Recipient (as Attachment)
- It will attach as a web-based form to a blank e-mail.

They will only be able to view it. Once you hear back from them, you will need to fill out the form with their answers and submit.

You only need to worry about the student's major/minor for the college you oversee, as well as general university-wide elective space and/or LAC elective space. If the student has multiple majors and minor's spanning different colleges, the Office of the Registrar will send this form to each college.

You only need to submit course adjustments if the course does not transfer in as a direct equivalency for requirements- this will mostly be done for courses transferring as dept electives.

Questions on Course Adjustment forms? Please contact graduation@unco.edu for more assistance.

To have the form save changes, please enter your name and mark review status as pending. Once that is done, when you click save on the bottom the form will save. **Remember to save whenever you leave form.** Once the review is complete, you will need to choose complete, click save again, then click Review Complete at the top of OnBase. **The Review complete button will not work if you do not click save.**

