

# Academic Records & Registration

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## **How to insure that you will receive the correct credit for courses taken abroad?**

You must completely fill out the Course Approval Form (Form C) for all courses you plan to take abroad. This form is part of the Petition to Study Abroad form that all students are required to complete through the International Programs Office and submit to Lori Johnson at the Drahnann Center. The approval must be completed as follows:

1. Abroad Course Number and Title
2. SCU Equivalent Course Number and Title
3. SCU Department Chair's signature if not pre-approved. For courses where a department chair has signed off in approval, please attach a course description or syllabus. *Students must still write "Pre-Approved" in lieu of the Department Chair's signature if a course is listed on the Study Abroad website as having been pre-approved.*
4. Indicate the University core or major/minor requirement that the course will satisfy.

The most common mistake that students make during the application phase is to submit an incomplete or confusing Course Approval Form, which leads to improper credit transfer. **It is always the student's responsibility to completely and clearly fill out the Study Abroad Course Approval Form and submit to the Drahnann Center before they leave for their program.**

## **What if I am unable to get into a class for which I originally received approval and need to enroll in another class?**

Often students find that the courses they had planned on taking are not available. It is always highly recommended that students plan ahead for this reality by getting more courses approved on the Course Approval Form before they leave. The extra courses will serve as back up in the case that courses close.

If students are already abroad and need to get a course approved to meet a major, minor, or CORE requirement, they can email the appropriate Department Chair with all the necessary documentation (syllabus, course description) and try to obtain approval. Once a Department Chair has granted an email approval, a copy of that email must be forwarded to Lori Johnson, Special Programs Transcript Analyst ([LAJohnson@scu.edu](mailto:LAJohnson@scu.edu)) for proper filing. Also, please remember while you are abroad that there are many pre-approved courses online (and the list is growing all the time!) at the International Programs' website:  
<http://www.scu.edu/studyabroad/courses.cfm>

The least advisable option is to get course approval when they return to SCU. Obviously, this is very risky in that you could end up not getting approval leaving you with an elective unit you may not need for your major, minor, or core requirement. When you return to SCU, be prepared to provide (if needed) official course descriptions, course syllabi, coursework (such as papers and tests) and any other information to verify the course content for new approvals; save all of your relevant materials while you are abroad. Always make sure to get information in writing placed in your file confirming how a course has been counted for major or other requirements. Remember that the International Programs office is not able to determine whether a specific course satisfies a university, college, or major requirement. Interpretation of specific courses is the responsibility of the department or program offering courses in a relevant field.

NOTE: While you are studying abroad, your SCU eCampus will show 19 "dummy" units (UNIV 199) until the final transcript is received from your study abroad program. These units act as a placeholder to keep you as a full-time SCU student until the actual grades and units can be entered.

### **What's the difference between semester units and quarter units?**

Most of the study abroad programs are on the semester system. Units from all approved SCU study abroad programs are accepted and computed into your GPA. Semester units are converted to quarter units as follows: 1 semester unit = 1.5 quarter units. Thus if you take 5 semester courses (average load) at 3 units apiece, that is 15 semester units, which would transfer back at 22.5 quarter units.

**Please note:** To graduate, you must complete a minimum of 60 upper-division quarter units. If you take some of your upper-division requirements abroad, please be aware that you will only receive the quarter unit equivalent to number of semester units earned. As most SCU upper-division courses are 5 quarter units, students have at times been short the upper-division units for graduation. You can track your requirement progress by using the Degree Audit available to you on Ecampus. Select Student Records and then select Degree Audit.

### **How do I ensure that my study abroad credits are registered in my eCampus for graduation audit?**

Receiving SCU credits for courses taken abroad on SCU-operated, affiliated, and exchange programs are guaranteed provided the students have fulfilled the following steps:

- Completed all application forms through the Study Abroad Office and have been approved to study abroad
- Completed the Study Abroad Course Approval Form and submitted to the Drahmman Center
- Accepted by the program to which a student applied
- Registered for Study Abroad – UNIV 199 by the Registrar's Office in consultation with the Study Abroad Office. Students can see the UNIV 199 course on their eCampus before Fall registration period.
- Paid ALL outstanding balance to the Bursar's Office via eCampus
- Paid ALL other outstanding fees owed to program
- Transcript sent to the Registrar's Office by the student's program. Note that this can take up to several months after the conclusion of the program.

It is always the student's responsibility to ensure accurate information is provided to the appropriate office at Santa Clara University.

### **How do I register for Winter SCU courses while abroad?**

While you are abroad, you can view the entire schedule of classes for an upcoming term on E-Campus. You can also see this same information at the Student Records website ([www.scu.edu/studentrecords](http://www.scu.edu/studentrecords)). To find available/open classes, check the Course Availability page ([www.scu.edu/courseavail](http://www.scu.edu/courseavail)).

Students who will be returning to SCU winter quarter will be given an appointment to register determined by the number of units completed and their units in progress for the Fall term. You will temporarily be give 19 in-progress units for each quarter that you are abroad.

Check your email for an announcement as to when your registration appointment will be available on Ecampus. You can access the schedule of classes on the Student Record's website.

You will be expected to register during your appointment set to California time. Be aware of the time difference between your appointment and your time zone in the country in which you are studying. Please make the appropriate contingency plans with friends or family members to log on and register you into your courses if you will be unable to register online yourself.

Students who will be abroad for the entire year will register for fall quarter classes during the May registration period. You will not be required to meet with your advisor prior to registration.

### **Can I take a class abroad as Pass/Fail?**

The rules concerning which classes you can take as pass/no pass while you are abroad are the same as if you were here at SCU. Taken directly from the SCU Undergraduate Bulletin:

#### *Pass/No Pass Option*

*A junior (more than 88 completed units) or senior with a declared major may choose to take an elective course on a pass/no pass basis. An elective course is one other than a University, School, college, department, or program requirement. A grade of "P" signifies that the quality of work done is equivalent to a letter grade of "C" or higher, while a grade of "NP" denotes work done at the level of C-, D, or F. Courses taken under the P/NP option will fulfill graduation unit requirements but do not affect grade point averages. Students may elect only one course per quarter on a P/NP basis.*

If you meet all these requirements, then you need to talk to your study abroad program about taking the class as a pass/no pass. It must appear this way on the transcript that Santa Clara ultimately receives from your program. If your program has different standards for issuing a pass (i.e., you have to get a D or a C-), it is important to communicate with your program and your professor that you need to earn at least a C in order to pass. Please save any and all paperwork related to your decision to take a class as pass/fail so that we can use that when you are back at SCU if there is any problem with your class being recorded correctly.

### **Can I drop or withdraw from a class abroad?**

Santa Clara requires that students maintain a full-time status while on a study abroad program. You must follow the academic policy and requirement of your program provider. Please check their website or their handbook if you are unsure. Most students abroad take a full 5 semester classes abroad (this may vary in some countries – ranging from 15-19 units). If, in conjunction with your academic advisor and with your study abroad program's permission, you wish to drop a class while you are abroad, please make sure to save all documentation of the withdrawal/drop. We have had students go abroad, think they understood how to drop a class and not save any of the withdrawal paperwork, and come back to SCU to find they received an F in the course. If you save your withdrawal paperwork, then we can help you retrace your steps if there is any problem with the class being recorded properly.