EDUCATION ABROAD
International Course Selection and Transfer

David Wright
Susanne Knoblauch
Kenneth Gaona
Annette Mares-Duran
Charla Henley
ADVISOR INSTITUTE OBJECTIVES

1. Review UNM education abroad program types
2. Review education abroad enrollment history
3. Student Responsibilities for Credit Transfer
   A. Brainstorming and Choosing an Institution
   B. Course selection and working with academic advisors
   C. While away
   D. Upon return – Course equivalencies and transfer
4. Suggestions for process improvement
EDUCATION ABROAD PROGRAM TYPES

- UNM sponsored faculty/staff-led programs (UNM direct credit)
- UNM sponsored reciprocal exchanges (Transfer)
- UNM sponsored direct enrollment programs (Transfer)
- Affiliated provider programs (Transfer)
- Research, internship, service learning (UNM direct credit, transfer, or non-credit)
OVERVIEW OF UNM EDUCATION ABROAD
BRAINSTORMING

1. Choosing an institution: research institutions and course options, complete course planning form

2. Meet with education abroad advisor, rank program options, and apply
DRAFT OF PROPOSED STUDY ABROAD COURSES

Name: ___________________________ Field of Academic Study: ______________________
Host University: ____________________

Applicants are expected to choose coursework that is suitable to their degree program. In order to ensure such academic planning, GEO requires applicants to follow these two steps during the application process:

1. Pre-Decision Phase: Complete the Coursework Planning Draft. This form is required for the pre-decision phase of the application process. Applicants must research the host school and locate courses that will fit into their degree program (academic advising is optional for this process, but recommended);
2. Post-Decision Phase: Once a student has been accepted to a study abroad program, they should use the Coursework Planning Draft to develop their Coursework Approval Form.

Instructions: please list at least 10-12 courses (5-6 per semester), which are being offered by the Host University for which you have the appropriate pre-requisites and which you believe will approximate or supplement UNM degree requirements. We highly recommend including or attaching course descriptions. Once you have completed this draft, open the DRAFT OF PROPOSED STUDY ABROAD COURSES Questionnaire, and attach this document.

Again, THIS IS A DRAFT OF PROPOSED STUDY ABROAD COURSES YOU WOULD LIKE TO TAKE AT THE HOST UNIVERSITY. Upon your acceptance to a program, you will be required to submit an actual Coursework Proposal Form.
COURSE SELECTION

1. Meet with academic advisor to obtain pre-approval on course selection form
   - Student registers for courses at host institution according to course selection form
University of New Mexico – Education abroad
Course Planning and Selection

Student Name: ___________________________ UNM ID: ______________ Major/Minor: ___________________________

Name of Academic Advisor: __________________________________________________________ Telephone: ________________

International Study Program: __________________________________________________________

Year: ___________ Term: ________Academic Year ________Fall ________Spring ________Summer

TO STUDENTS: Please select more courses than you actually intend to take during your program, as there is the possibility that your top choices may not be offered or the classes may be full (this does not apply to UNM faculty-led programs). UNM credit will be awarded only with departmental approval and after successful completion of course work at the host university.

TO FACULTY AND ACADEMIC ADVISORS: This form lists the courses the student plans to complete in his/her chosen education abroad program. Please list the UNM course equivalent for which the students could receive credit when the courses are satisfactorily completed.

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<th>Course Title at Foreign Institution</th>
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<th>Indicate Upper/Lower</th>
<th>UNM Course Title</th>
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(If more, please list on back)

ADVISOR COMMENTS: __________________________________________________________

Student Signature: ___________________________ Faculty/Advisor Name: ___________________________ Date: ________________

Date: ________________

Signature: __________________________________________

Faculty/Advisor Name: ___________________________ Date: ________________

Signature: __________________________________________

UNM Education Abroad – 2120 Mesa Vista Hall – Albuquerque, NM 87106 – Telephone 505-277-4032 – Fax 505-277-1867
WHILE AWAY

1. Maintain communication with academic advisor depending on availability of courses
   - Students are responsible for notifying academic and education abroad advisors when changes are made to their schedules abroad
UPON RETURN

1. GEO receives, translates, and keys student transcripts

2. Student receives email notification and reviews base transfer credits (most come through as elective credit)

3. Student is advised to set an appointment with academic advisor in the department where they are seeking equivalency credit (if necessary)
   - In the case the student needs a certain credit, they are advised to complete the course equivalency form (one per department where they need credit)

4. Both students and advisors may contact us with any questions throughout the process
**Departmental/College/School Determination of Course Action**

Please use symbols to indicate course action.

- **EQUIVALENT**: Indicates the course is accepted as equivalent to a UNM course for all students.
- **GENERIC**: Indicates the course is to be given generic department credit only. Please indicate the course level (1, 2, 3 or 4).
- **ALLOWANCE**: Indicates the course is accepted as equivalent to a UNM course for this student only.

**IMPORTANT**: Allowances can only be course to course. We cannot do many courses to one course or vice versa. Please use ONE FORM per department. Equivalencies can only be granted by the originating department (i.e., English dept. cannot grant a Spanish equiv.).

*****Incomplete forms will NOT be processed. *****

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<th>Student Name:</th>
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<td>Transfer Institution Name:</td>
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<tr>
<th>Transfer Course Code &amp; Number EX: ENGL 101</th>
<th>Course Title EX: Intro to Composition</th>
<th>Year Taken EX: Fall 1998</th>
<th>Course Hours EX: 3</th>
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<th>UNM Course Name &amp; Number</th>
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**Dept Chair or Designate Signature**

*PLEASE PRINT AND SIGN THE FORM*

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UNM Global Education Office