

EDUCATION ABROAD

International Course Selection and Transfer



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ADVISOR INSTITUTE OBJECTIVES

1. Education abroad program types

2. Outbound Student Responsibilities

- A. *Brainstorming and Choosing an Institution*
- B. *Course selection based on conversation with academic advisors*
- C. *While away*
- D. *Upon return – Course equivalencies and transfer*

3. Inbound Student Responsibilities (Non-degree)

- A. *Register for UNM courses*
- B. *Contact instructor and/or advisor for overrides*

EDUCATION ABROAD PROGRAMS AND TYPES OF CREDIT

- Faculty/staff-led programs (UNM, Transfer)
- Research, internship, service learning (UNM, Transfer)
- Exchange programs (Transfer)
- Direct enrollment programs (Transfer)
- Third-party provider programs (Transfer)

BRAINSTORMING

1. Choosing an institution: research institutions and course options, complete course planning form
2. Meet with education abroad advisor, rank program options, narrow selection, and apply



COURSE SELECTION

1. Meet with academic advisor to discuss potential course options
2. Pre-approval on course selection may be possible with advance course syllabi
3. Students register for courses at host institution according to course selection form



CONTACT INFO:

LoboTrax Transfer Team
UNM Registrar's Office
Email: tes1@unm.edu

International Transfer Course Equivalency Form

This form is for current UNM students to petition for UNM course equivalency for international transfer course work.

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

Print Student Name: _____ **Banner ID:** _____

STUDENT UNM EMAIL: _____

Transfer Institution Name: _____

Location: _____

<u>STUDENT:</u>	<u>STUDENT:</u>	<u>STUDENT:</u>	<u>STUDENT:</u>	<u>DEPT:</u>	<u>DEPT:</u>	<u>DEPT:</u>
Transfer Course Code & Number (EX: ENGL 101)	Course Title EX: Intro to Composition	Year Taken EX: Fall 1998	Course Hours EX: 3	Symbol: "=" or "T" or "X"	UNM Course Name & Number	UNM Credit Hours

Authorized by (please print name/email clearly):

Print Department Chair/Designee Name

UNM Email Address

DATE

WHILE AWAY

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

UPON RETURN

1. GEO receives original and translation from student/partner, and sends transcripts to Registrar
2. Student receives email notification and reviews base transfer credits (most come through as elective credit).
 1. Pass/Fail, updated credits per country
3. 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



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INBOUND EXCHANGE STUDENTS

1. *International exchange students coming to UNM are non-degree.*
2. *They register for UNM courses*
3. *When registration errors occur, we advise them to contact instructor and/or advisor for overrides*
 1. *We provide the exchange students with the Registration Add Error web page so that they know, in general, who they should contact.*
 2. *We understand that this is not foolproof, but we do our best to get them on the right track.*
 3. *We'd like to have each of you complete a short 30 second survey to outline specifically who the student should see.*

THANK YOU FOR YOUR FEEDBACK

