

Registration Procedures

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). To find available/open classes, check the Course Availability page (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 time. Winter registration appointment time for study abroad students will be set up by the Registrar's Office to match the correct time zone. 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.