

# Course Planning and Approval Guide

In order to maximize your time abroad, it is critical to strategically plan out your course schedule both at Santa Clara and abroad. Finding a study abroad program that fits your major(s), minor(s), and pathway requirements takes time and planning. This guide attempts to outline the steps that every student can use to plan and get courses approved to shorten the process and make it easier.

## **1) Map Out Required Courses Leading to Graduation**

Lay out exactly what classes you have to take to graduate; create a flow-chart outlining any sequences or prerequisites.

Example:

<b>Junior Year (Fall Quarter)</b>	<b>Junior Year (Winter Quarter)</b>	<b>Junior Year (Spring Quarter)</b>
CENG 141 CENG 134 CENG 121 CORE ENVS 21	CENG 128 CENG 135 CENG 125 MECH 121	CENG 140 CENG 143 CORE ELEN 50
<b>Senior Year (Fall Quarter)</b>	<b>Senior Year (Winter Quarter)</b>	<b>Senior Year (Spring Quarter)</b>
CENG 134 CENG 145 ENGL TC CORE	CENG 193 CENG 119 CENG 182 CORE	CENG 192c CENG 194 CENG 115

Many departments have charts based on your graduation date that students can use as a reference. To obtain these planning tools, visit your department's website or email the department. You should also review your degree audit report. This report is available on e-campus under "Degree Progress Report" and references every unit you need to graduate.

## **2) Research When Courses are Offered at Santa Clara**

Go to Santa Clara's course availability website (<http://www.scu.edu/courseavail/>) and look up each required class for the upcoming quarter to check if it was offered in the previous two quarters. The purpose of this step is to see if the courses you need to take are offered in multiple quarters or just one. If it's only during one quarter, you should take it then, rather than waiting for later down the line. If you have questions about when a course will be held, go ahead

and email the department secretary. Each department secretary can likely give you an idea of when a course will be offered over the next two years.

### **3) Research the Courses that are Offered Abroad**

Visit the website of the program or programs you are considering and look for a course catalogue or book of modules. If you are studying in a direct enrollment program, you can probably take any class that is offered at that institution as long as you are academically qualified. Instead of going to the international page, it may be more helpful to go to the undergraduate page looking for a course log. If you are studying at a satellite institution, visit their website looking for the classes that are offered. Look for any courses that appear to align with your requirements.

### **4) Meet with your Faculty Advisor**

Consult your faculty advisor and let them know that you plan to go abroad. Regardless of their familiarity with the study abroad process, your advisors will be able to guide you when it comes to classes that would be suitable to take while abroad. Certain technical classes for engineers, for instance, can only be taken while at Santa Clara and your advisor will be able to tell you which ones these may be.

### **5) Make a List of Possible Classes to Take Abroad**

Organize your list to match up the Santa Clara course code with the equivalent class abroad. Preference the courses that will be most important to get approved. For example, courses at Santa Clara that are only offered during the quarter you plan on going abroad would be important courses to take to ensure you stay on track with your major.

In an effort to have flexibility when you register in case classes fill up or are not available, look at possibilities to switch some senior year classes for junior year classes. Always look for back ups when considering classes for approval. It is far better to attempt to get too many approved. Often times you will not know what time classes are offered until you arrive on campus. Therefore, to account for unknown circumstances, attempt to get one or two back up courses approved.

Example:

<b>Santa Clara Course Code</b>	<b>Abroad Course Code</b>	<b>Requirement</b>	<b>When is the course offered at Santa Clara</b>
MECH 121	ME3002 Thermodynamics	Major	Fall only
CENG 134	CE4003 Hydraulics	Major	Fall only
CENG 141	CE2009	Major	Fall only

	Water Resources		
CENG 145	CE3001 Construction Management	Major	Fall, Winter, Spring
ENVS 21	EV3001 Sustainability In the Value Chain	Minor	Fall, Winter
Diversity	CC2001 Celtic Civilization	CORE	Fall, Winter, Spring
Religion II	CC2039 Sainly Traditions	CORE	Fall, Winter, Spring

### **6) Checking Approval Statuses**

Check the Santa Clara course database

(<http://www.scu.edu/registrar/studyabroad-courses/index.cfm>) to see if any of the classes that you need to take have already been approved. When navigating the database, you can sort searches by your program, major, and Santa Clara University equivalent.

### **7) Getting Major/Minor courses approved**

If courses are not preapproved by Santa Clara University and already on the course database, make sure to read the course description and see if it matches with a description of a Santa Clara course. You can contact the institution's international office to obtain more course information. Obtain a syllabus or course description from the host institution. Syllabuses may already be online. If it is not, contact your program directly.

Once you have a syllabus or course description, email it you the department head. In the email, outline where you are going abroad and what classes and requirements you are attempting to fulfill. It is best to send all the courses you are wishing to get approved in the same department at once. In your email be very polite. You are asking the department chair to do more work. If your courses are approved, be sure to thank the department chair. See example email for reference:

*Subject: Request for Study Abroad Course Evaluation - (Program, Term, Year, Name)*

*Dear Department Head,*

*My Name is Janet Webb and I am a sophomore Civil Engineering student. I am contacting you to attempt to get courses approved for study abroad. I am planning on attending the University of Dublin in the fall of 2016. I have reviewed the department requirements and the course*

descriptions. Below are the courses that I am seeking approval for Major requirement equivalence. **Attach syllabuses and or course descriptions.**

<b>University of Dublin Class Code and name</b>	<b>Santa Clara Equivalent</b>
CE4003 Hydraulics	CENG 141
CE 303 Steel and Timber Computer Design	CENG 134
CE3006 Mechanics of Soils	CENG 121

### **8) Getting Core Classes Approved**

Like with Major/Minor courses, check the pre-approved course database for any courses that would fulfill your Core requirements. If a course is not listed, reference the core curriculum guide([http://www.scu.edu/provost/ugst/core/upload/SCU\\_CoreCurriculum\\_2014-15\\_FINAL](http://www.scu.edu/provost/ugst/core/upload/SCU_CoreCurriculum_2014-15_FINAL)) before attempting to get a core class approved. The core department is very stringent on upholding the learning objects of each core class and it is important that abroad courses align with these objectives. Once you have found a course that matches these learning objectives, send a syllabus to the head of the Core Curriculum. See example email for reference:

*Subject: Request for Study Abroad Course Evaluation - (Program, Term, Year, Name)*

#### ***Include the following information:***

- *Course title and description*
- *SCU course you think course will fulfill*
- *Study abroad program offering the course*
- *Term and year you plan to take the course Syllabus:*

***Attach a file or include a link to the full syllabus***

### **9) Forward any Responses to the Study Abroad Office to Confirm Approval**

To guarantee that your course will be approved, please forward faculty approvals to the Director of Study Abroad, Dr. David Wick ([dwick@scu.edu](mailto:dwick@scu.edu)). This will allow the Study Abroad Office to add your course to the Database of SCU Study Abroad Equivalencies. You can seek approval for courses up to the fourth week of your course once you are abroad. However, working to get courses approved as early as possible will help avoid potential problems and delays.

### **10) Review Your Courses**

Review the courses that have been approved. Look at how they will fit into your schedule. Reassess if this schedule will allow you to stay on track with your studies. Make any changes necessary and attempt to get any further classes approved.

### **11) Fill out Your Study Abroad Course Form**

Once you have your courses approved, you are now ready to fill out the Santa Clara Course Equivalent form. This form is a required form that outlines to the Study Abroad office that you have done your due diligence and have sought and confirmed course approvals. For more advice on how to fill out this form come to drop in hours for study abroad students in Varsi Hall. Visit the link below for an up-to-date advising hours schedule

<http://www.scu.edu/studyabroad/upload/SCU-STUDY-ABROAD-ACADEMIC-PLANNING-FORM-2.pdf>

<http://www.scu.edu/globalengagement/contact/>.

### **12) Other Considerations**

Having a course approved for SCU credit does not guarantee that you will get into a class abroad. You do **NOT** have to take the courses you got approved, but if you do, you know they are pre-approved for certain SCU equivalence. Your course approvals will be used by the Registrar's Office to transfer grades/credits to SCU when your transcript arrives on campus.

Good luck and enjoy your time abroad!