**NU ADMINISTRATIVE REMINDERS CHECKLIST**

### What you need to KNOW:

- **Course registration:**
  - Do not register for Northwestern classes for the quarter you'll be abroad. Your study abroad office will register you for a study abroad placeholder course.
  - You are, however, responsible for registering for classes for the quarter you return to campus.

- **Choosing Courses to Take Abroad:**
  A course is eligible for credit at Northwestern as long as:
  - NU teaches its general subject at the undergraduate level;
  - You take all courses in your full-time load for a letter grade (not Pass/Fail)
  - You earn a “C” or above
  - You complete all courses, coursework and final assessment on-site.

- **Study abroad grades & NU cumulative GPA:**
  - For most students, study abroad grades will not appear on your official Northwestern transcript or factor into your cumulative GPA. You still must take classes for a letter grade and earn a C or higher for your courses to be eligible for credit transfer.
  - Transferable courses post to your NU transcript as 100-level general elective credit (GEN_LA 1XX).
  - Students participating in [IPD specially-designed programs](http://www.northwestern.edu/studyabroad/ipd) are enrolled in regular Northwestern courses (with an NU course number). Those grades will appear on your Northwestern transcript and will factor into your GPA.

### What you need to DO:

#### PRIOR TO DEPARTURE:

- Review the following hand-outs on the Blackboard site – you are responsible for this information:
  - 1) Billing and Financial Aid
    Complete the Release of Funds Form (if applicable)
  - 2) Northwestern Study Abroad Requirements document
    I.) General Academic Requirements
    II.) Other Study Abroad Requirements
      A) Special Requirements for All Students
      B) Program-specific Requirements
  - 3) Health and Safety information from other campus units

- **On-campus housing:** Cancel your on-campus housing for the term you will be abroad:
  [http://www.northwestern.edu/studyabroad/outbound-students/prepare-to-leave-campus.html#cancel](http://www.northwestern.edu/studyabroad/outbound-students/prepare-to-leave-campus.html#cancel)

- **Sublet off-campus housing:** [http://www.northwestern.edu/studyabroad/outbound-students/prepare-to-leave-campus.html#sublet](http://www.northwestern.edu/studyabroad/outbound-students/prepare-to-leave-campus.html#sublet)
WHILE ABROAD:

You must enroll in at least the following amount of semester credits, depending on your term:

- **Full year**: 30 semester credits*
- **One semester**: 15 semester credits
- **One quarter**: 4 quarter or 12 semester credits
- **Summer**: minimum of 2 semester credits

*This converts roughly to 11 credits at Northwestern; if you need to receive 12 credits for a year abroad, you should enroll in 31-33 credits instead.

For your study abroad courses to be eligible for credit transfer, you must:

1) Take a full course load.
2) Take all courses for a letter grade (not Pass/Fail)
3) Earn at least a C in your classes.
4) Complete all coursework while abroad.
5) Bring back syllabi and course materials to show advisors

Stay in touch with your academic advisors. Let them know about any changes to your course plans so they can make sure your courses are eligible for credit at Northwestern.

**NU Library Resources available to you abroad**: Almost all of the library’s online resources are available to you from off-campus! Use the NU library webpage for study abroad students to access electronic databases online: [http://libguides.northwestern.edu/studyabroad](http://libguides.northwestern.edu/studyabroad)

**Register for NU courses for your return to campus**: [http://www.northwestern.edu/studyabroad/students-abroad/planning-for-your-return-to-campus/register-for-courses-at-northwestern.html](http://www.northwestern.edu/studyabroad/students-abroad/planning-for-your-return-to-campus/register-for-courses-at-northwestern.html)

WHEN YOU RETURN TO CAMPUS:

1) Have your program send your study abroad transcript to your study abroad office.
2) Complete a program evaluation.

If you are seeking to fulfill major, minor or distribution requirements, follow your School’s credit transfer process: [http://www.northwestern.edu/studyabroad/returnees/transferring-credit-from-study-abroad/school-specific-credit-transfer-procedures.html](http://www.northwestern.edu/studyabroad/returnees/transferring-credit-from-study-abroad/school-specific-credit-transfer-procedures.html)

**RESOURCES:**

Choosing Courses to Take Abroad:
[http://www.northwestern.edu/studyabroad/guide/academics/choosing-courses-to-take-abroad.html](http://www.northwestern.edu/studyabroad/guide/academics/choosing-courses-to-take-abroad.html)

Credit enrollment requirements on your study abroad program:
[http://www.northwestern.edu/studyabroad/guide/academics/credit-enrollment.html](http://www.northwestern.edu/studyabroad/guide/academics/credit-enrollment.html)

Credit transfer from study abroad program:
[http://www.northwestern.edu/studyabroad/guide/academics/credit-transfer.html](http://www.northwestern.edu/studyabroad/guide/academics/credit-transfer.html)

Grades, GPA and Transcripts:

School-specific Credit Transfer Policies:
[http://www.northwestern.edu/studyabroad/returnees/transferring-credit-from-study-abroad/school-specific-credit-transfer-procedures.html](http://www.northwestern.edu/studyabroad/returnees/transferring-credit-from-study-abroad/school-specific-credit-transfer-procedures.html)

Information regarding your return to campus, such as registering for classes and finding housing: [http://www.northwestern.edu/studyabroad/students-abroad/index.html](http://www.northwestern.edu/studyabroad/students-abroad/index.html)

Your Study Abroad Adviser!

Questions? Contact: studyabroad@northwestern.edu | northwestern.edu/studyabroad | 847-467-6400