

Office of Undergraduate Engineering Study Abroad Check-off for McCormick Students

BEFORE YOU APPLY TO STUDY ABROAD:

1. Meet with your departmental advisor to discuss the courses you plan to take while on study abroad. *Make sure the curriculum you intend to take will allow you to complete your engineering degree in a timely manner.*
2. Complete and return a signed **Study Plan** to Mary Stanton, Room #L269, Tech. At a minimum, the study plan should include the courses you plan to take during your first quarter back on campus.* (Attached)
3. Complete and return a **Time and Scheduling Sheet** (TSS) form to Mary Stanton, Room #L269, Tech.* (Attached)
4. Complete a **Curriculum Petition** declaring how you intend to use the courses you will take abroad. Return the signed petition to Mary Stanton, Room #L269, Tech.

All technical course work, (i.e., math, science, and engineering courses) must be evaluated and approved by a faculty member in the appropriate corresponding department (see "Course Work at Other Schools").

If these courses change once you are abroad, you will be responsible for making sure you have the necessary approvals to transfer the course credits back to Northwestern. * (Attached)

5. **If you plan to study abroad during your senior year**, make sure you have completed and returned a **degree application**, along with any other necessary paperwork required for your degree (i.e., humanities theme form, area of specialization/technical elective/option form), to the Academic Services Office, Room #L269.

* Please turn in all three of these forms (2, 3, & 4) together.

DETAILED INSTRUCTIONS:

Course credit

Approval for foreign study by the University Study Abroad Committee applies to the general program you have described and does not constitute advanced approval of individual courses. In order to apply transfer credit to a specific requirement, you must file a curriculum petition (attached) with the Academic Services Office, Room #L269. Credit without a corresponding curriculum petition will be counted as an unrestricted elective. In the case of all technical course work, (i.e., math, science, and

engineering courses), the individual courses must be evaluated and approved (using a curriculum petition form) by a faculty member in the appropriate corresponding department (see “Course Work from Other Schools”). You should retain all class descriptions, syllabi, papers, readings, and other course materials from your classes overseas; these might be needed to determine the kind of transfer credit you will receive. In addition, credit is not given for repetition of work which has already received Northwestern credit or for internships and independent study not specifically approved and supervised by McCormick School faculty.

Registration

Prior to leaving on study abroad, you are required to see your departmental advisor and complete a signed study plan for the quarter you intend to return to Northwestern. You should also complete a Time and Scheduling Sheet (TSS) form (attached) with any preferred course times and any known scheduling conflicts (i.e. work, athletics, band, etc...).

You will register yourself using CAESAR during advance registration in the quarter prior to your return to campus. You should immediately contact the Academic Services Office or the Office of the Registrar if you have difficulty accessing CAESAR from abroad. If you encounter registration problems (i.e., closed classes or permission required), you should immediately contact the appropriate department office either to have them enter your name on a wait list or to request a permission number for the course.

Feel free to contact the Academic Services Office for additional assistance (Donna Tobias at 847-491-3120, or d-tobias@northwestern.edu).

Honors and scholarships

If you are interested in pursuing honors work in your major, you should be sure to discuss this with your department before you go abroad. Many honors programs require application at the end of the junior or beginning of the senior year. The same is true if you might want to apply for various national scholarships such as Rhodes or Marshall when you return, which have deadlines early in fall quarter. Scholarship information is available from the Office of Fellowships, 1940 Sheridan Rd., <http://www.northwestern.edu/fellowships/>.

Email

If you have an e-mail account while abroad which is different from your university address, please contact Mary Stanton in the Office of Undergraduate Engineering at m-stanton@northwestern.edu and the Study Abroad Office at studyabroad@northwestern.edu with your updated address.

We wish you a rewarding and enjoyable experience abroad!

JUNIOR STUDY PLAN 20__-20__

This form **MUST** be signed and returned each quarter to avoid a hold on next quarter's registration.

LAST NAME

FIRST NAME

ID NUMBER

PHONE NUMBER

E-MAIL ADDRESS

MAJOR

ADVISOR

FALL CLASSES

WINTER CLASSES

SPRING CLASSES

COMMENTS

COMMENTS

COMMENTS

Advisor's Name (Please Print)

Advisor's Name (Please Print)

Advisor's Name (Please Print)

Advisor's Signature

Advisor's Signature

Advisor's Signature

DATE

DATE

DATE

Please return to Tech L269

SENIOR STUDY PLAN 20__-20__

This form **MUST** be signed and returned each quarter to avoid a hold on next quarter's registration.

LAST NAME

FIRST NAME

ID NUMBER

PHONE NUMBER

E-MAIL ADDRESS

MAJOR

ADVISOR

FALL CLASSES

WINTER CLASSES

SPRING CLASSES

COMMENTS

COMMENTS

COMMENTS

Advisor's Name (Please Print)

Advisor's Name (Please Print)

Advisor's Name (Please Print)

Advisor's Signature

Advisor's Signature

Advisor's Signature

DATE

DATE

DATE

Please return to Tech L269

Study Abroad Time Scheduling Sheet (TSS)

Complete, staple to Study Plan, and submit both forms to the Freshman/Sophomore Program Coordinator, Tech L269.

The purpose of this form is to notify McCormick of any scheduling constraints for your first quarter back from study abroad. **You will be expected to register for classes while abroad**; however, in the event that you are unable to do so, Northwestern staff will register you instead. We cannot guarantee that you will receive the exact schedule you wish, but we will do our best to accommodate your other commitments.

I. Student Data

Please print all information neatly and in ink.

NAME _____ PHONE NUMBER (_____) _____

ID NUMBER _____ MAJOR _____

YEAR: FRESHMAN SOPHOMORE JUNIOR PRE-SENIOR SENIOR

II. Activities

In the event that administrators register you for your classes, please list any scheduling restrictions we should know about (work, Athletics, Orchestra, ROTC, etc.).

ACTIVITIES/SCHEDULING RESTRICTIONS:	DAY/S (Circle)	TIME OF ACTIVITY (e.g., 2:00PM-4:30PM)
	M T W Th F	
	M T W Th F	
	M T W Th F	
	M T W Th F	
	M T W Th F	

III. Desired Classes

List the classes you wish to take, in case Northwestern staff register you for your classes. If you have any preferences regarding course section selection (such as time of day or faculty), please indicate that information here. For long-term schedule planning, the Yearly Course Planner is available at <http://www.registrar.northwestern.edu/>.

DEPT	COURSE#	CLASS# (5 digits)	SECTION#	COURSE TITLE	MON	TUE	WED	THU	FRI

IV. Other Considerations

If there is anything else McCormick should be aware of regarding your schedule, please use the space below or on the reverse to inform us.

McCormick School of Engineering and Applied Science

CURRICULUM PETITION (Do Not Use Pencil)

Log-In ___/___/___ # ___
 Decision Log ___
 Email ___ SES ___ Check-off ___

Name _____ Dept. _____ Date _____

Complete Address _____ Phone _____

Expected Graduation Date _____ Catalog Year _____ E-mail _____ Student ID _____
month / year

Type of Petition: _____ (A) Transfer Credit _____ (B) Curriculum Change _____ (C) Other

IF (A) TRANSFER CREDIT

University Name _____ Taken When? _____

Proposed Course		NU Equivalent (if needed)	
Course #	Course Description	Course #	Course Description

Transfer Equivalency Verification (for math, science, or engineering courses): The above listed courses are equivalent.

(Faculty Signature) (Department) (Date)

(Provide the above information for each additional transfer course. Add on reverse or on attachment)

IF (B) CURRICULUM PETITION OR (C) OTHER

1) REQUEST FOR COURSE SUBSTITUTION:

Substitute _____ with _____ taken in _____ and count it towards _____.
Subject course # Subject course # QTR/YR Requirement Area (Write in one from below)

Substitute _____ with _____ taken in _____ and count it towards _____.
Subject course # Subject course # QTR/YR Requirement Area (Write in one from below)

2) REQUEST TO COUNT A COURSE TOWARDS SPECIFIC REQUIREMENT:

Use _____ taken in _____ towards the _____ requirement.
Subject course # QTR/YR Requirement Area

Use _____ taken in _____ towards the _____ requirement.
Subject course # QTR/YR Requirement Area

REASON FOR REQUEST (REQUIRED):

Requirement Areas

- | | |
|---------------------------|----------------------------------|
| Math Requirement | Basic Engineering (Specify area) |
| EA Requirement | Major Courses |
| EDC Requirement | Technical Electives |
| Speech Requirement | Specialization |
| Basic Science Requirement | (Specify Specialization) |

Student Signature: _____

Adviser _____ Date _____ Department Chair _____ Date _____

Department Action: Grant _____ Deny _____

(Do not write below this line.)

Dean's Office _____ Date: _____

Approve: _____ Deny: _____

Return Form to the Academic Services Office – Room # L269

McCormick School of Engineering and Applied Science
PETITION (Do Not Use Pencil)

Attachment for additional transfer courses (to be stapled to the back of the Curriculum Petition if needed):

Name _____ Date _____

Dept. _____ ID Number _____ SSN _____

(A) University Name: _____ Taken When? _____

Proposed Course		NU Equivalent (if needed)	
Course #	Course Description	Course #	Course Description

Transfer Equivalency Verification (if necessary): The above-mentioned courses are equivalent.

 (Faculty Signature) (Department) (Date)

(A) University Name: _____ Taken When? _____

Proposed Course		NU Equivalent (if needed)	
Course #	Course Description	Course #	Course Description

Transfer Equivalency Verification (if necessary): The above-mentioned courses are equivalent.

 (Faculty Signature) (Department) (Date)

(A) University Name: _____ Taken When? _____

Proposed Course		NU Equivalent (if needed)	
Course #	Course Description	Course #	Course Description

Transfer Equivalency Verification (if necessary): The above-mentioned courses are equivalent.

 (Faculty Signature) (Department) (Date)

Return Form to the Academic Services Office – Room # L269