

## Course Pre-Approval Process for Study Abroad

Once you know where you are Studying Abroad you must submit a course pre-approval form to the Academic Advising Office. Before you submit that form, there are a few steps you must complete:

1. Research the courses at your abroad institution, and find courses that will be offered during the semester you are planning to attend.
2. Print out the course descriptions. *Note: Choose more courses than you are expected to take. Course offerings may change leading up to your semester abroad, and they may even change once you get to your institution. It is better to be prepared with more course pre-approvals than you need instead of scrambling at the last minute. The maximum number of course pre-approvals at one time is ten (10).*
3. Meet with your Advisor. Bring the course descriptions to your Advisor and review each one. Discuss with your Advisor if any of the classes would be appropriate for GenEd requirements or Major Requirements. Talk about how the courses would fit into your program of study. Have your Advisor sign the form.
4. If you are taking a course to fulfill a major requirement, you must meet with the Chair of your major and have him/her sign off on the course pre-approval form.
5. Call the Academic Advising Office (413-748-3379) and set up an appointment to drop off the form for approval. **The approval process can take up to two weeks, so please plan accordingly.** Do not bring the paperwork for approval when you need it within a couple of days. That expectation is unrealistic, and you run the risk of turning in your paperwork late. It is your responsibility to be sure all deadlines are met. **Submit course pre approval paperwork two weeks prior to when it is due.**
6. The Academic Advising Office will call you when your paperwork is ready for pick up. She will give you a copy of the pre-approvals for your records,

she will keep a copy, and the original must be submitted by you to the Office of the Registrar (1<sup>st</sup> floor Administration Building) prior to your departure.