

Helpful Hints for Academic Advisors



Education Abroad
UNIVERSITY OF COLORADO BOULDER

Email: abroad@colorado.edu
Web: <https://abroad.colorado.edu>

My student is interested in going abroad...what should I do?

- Identify the best term(s) for your student to go abroad, based on remaining degree requirements and program restrictions.
- Also identify any courses that your student should save for study abroad, and/or courses that they should definitely plan to take on campus.
- Encourage your student to check the EA website at <https://abroad.colorado.edu> for program details, course offerings, and application deadlines.
- Encourage them to complete *Abroad 101*, available online by logging in with their identikey: <https://abroad.colorado.edu>

My student has applied to go abroad...what is my role?

- You will be asked to review and sign a *Major/Minor Course Planning and Evaluation Form* for the student. You have three possible steps with this form:
 - Consider the student's overall academic plan for their time abroad. Glance at their degree audit. Do their proposed courses keep them on track for graduation?
 - Remember that semester-long students will register for the next semester (for Boulder courses) while abroad. Consider if the student needs any special reminders about remaining courses (i.e. "remember that XYZ course is only offered in the fall, so be sure to register for it").
 - If needed, help facilitate the process of having new courses reviewed for major/minor requirements and route the form accordingly.

My student is currently abroad...what might he or she need?

- Your student might make changes to his/her schedule after arrival and may need your advice on the changes. Remember that you can still use the approval form (DocuSign) for new course evaluations.
- Your student may also need assistance with course selection for Boulder registration.
- Please don't hesitate to include the CU Boulder EA office staff at any time – especially if your student needs help with something other than academics.

My student has returned to campus...now what?

- It can take time to receive the transcript. If your student is up against a graduation certification date, please do contact their Program Manager for more information. Otherwise, their courses/credits will be posted within 1-2 weeks of receipt.
- Additionally, consult the approximate arrival dates for transcripts at <http://abroad.colorado.edu/?go=Transcripts>
- Remember that (starting summer 2016) study abroad credit will appear *similar* to transfer credit on their record (but still counts as in-residence credit). Non-Global Seminar programs will be pass/fail graded.
- Encourage your student to visit Career Services for tips on updating a resume to reflect the skills learned though the unique experience of study abroad.