

### Questions to Ask a Learning Abroad Center Adviser

- Will my study abroad program earn resident credit or transfer credit?
- How can I find course descriptions for my courses abroad? (Look first on the Learning Abroad Center website, in Resource Center binders, or in your program catalog or handbook.)
- I plan to graduate soon (if applicable). How does this affect my academic planning?
- I would like to fulfill Liberal Ed requirements while abroad. How do I know if my courses meet these requirements?

### What to Bring to Your Academic Advising Meeting

- Your academic planning form
- Copies of course descriptions or related information on the courses you are interested in taking while abroad
- Your advising handbook

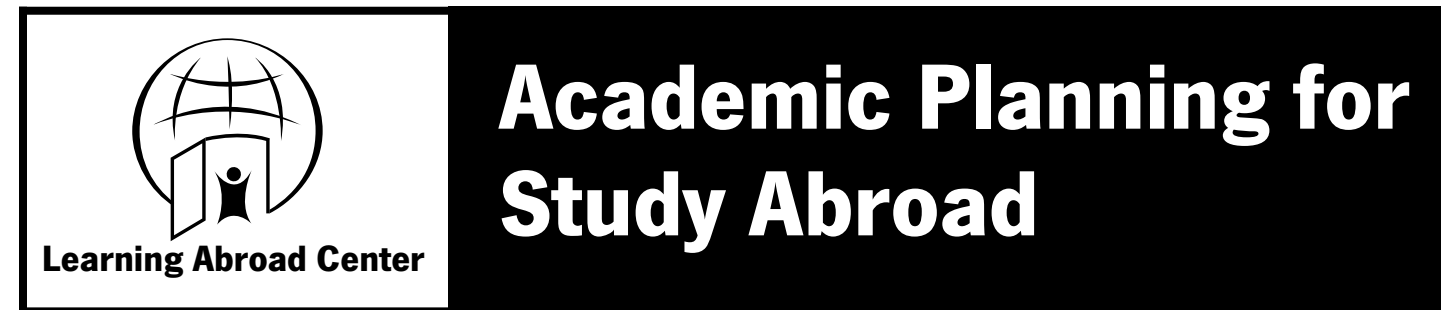
### Questions to Ask Your College Adviser

- What degree requirements do I have left to complete?
- I have copies of course descriptions\* for courses I am considering taking while abroad. Do these courses meet any of my requirements outside my major or minor?
- My study abroad program will earn resident credit/transfer credit (ask a Learning Abroad Center adviser if you're not sure). How does that affect my academic planning?
- What do I need to do to follow up with you when I return from study abroad?

### Questions to Ask Your Major/Minor Adviser

- What major/minor requirements do I have left to complete?
- Are there particular requirements you recommend I should/should not try to complete abroad?
- (If your program earns transfer credit) Will you accept ungraded transfer credit for my major/minor requirements?
- I have copies of course descriptions\* for courses I am considering taking while abroad. Do these courses meet any of my major/minor requirements?
- What should I do if I get abroad and can't take these classes? May I email you for guidance in making alternative choices?
- What do I need to do to follow up with you when I return? What should I bring back with me (e.g., course syllabi)?

*\*Learning Abroad Center advisers can assist you with finding course descriptions. If course descriptions are not available, ask your academic adviser for advice on how to choose courses that will be likely to meet your requirements.*



This form is for University of Minnesota Twin Cities undergraduate students only.

### Why do I need to complete this form?

Having a documented conversation with your academic advisers prior to studying abroad will help you make a more informed decision about which courses to take while you are overseas and provide you with a record of the decisions made. Your academic advisers may be able to point out additional considerations for you that are specific to your major, minor, or college of enrollment.

Being aware of how your study abroad coursework can potentially fulfill your requirements can help you complete degree requirements more efficiently and quickly, helping you graduate on time.

### Instructions

Step 1: Research course offerings for your study abroad program and find out what degree requirements you need to fulfill.

Step 2: List your desired study abroad courses and alternate choices on this form. If specific course titles are not available, list the subjects you want to study. Then check the boxes for the degree requirements you want each course to fulfill.

Step 3: Schedule appointments with your advisers to discuss course selection and degree plan. Do this early, since advisers' schedules sometimes fill several weeks in advance. **Consult the back of this form for suggested topics to discuss during your advising meeting.** All students must meet with a college adviser. In addition, consult the advisers listed below if you have specific needs:

If you want to fulfill:	Meet with:
Major requirements	Major department adviser
Minor requirements	Minor department adviser
Liberal Education requirements	Consult Liberal Education database*
Second language requirement/proficiency	Language department adviser

\* <http://www.UMabroad.umn.edu/academic/libEd.html>

Step 4: Bring your **Advising Handbook** to each appointment for reference. Bring course descriptions and/or syllabi if possible. Advisers will write their comments next to each course you have listed on the form, then sign the form. Ask your adviser to remove any advising holds effective during your study abroad and the term immediately after your study abroad.

Step 5: After you have met with your advisers, sign the form. This indicates that you understand how to use courses toward your degree.

Step 6: Hand in your completed form to the Learning Abroad Center in 230 Heller Hall. Keep a photocopy for your records.

Step 7: When you return from abroad and your coursework has been posted to your University of Minnesota transcript, bring a copy of the Academic Planning Form and any related course materials back to your advisers to apply coursework to your degree requirements.

**If you or your advisers have questions about completing this form, call the Learning Abroad Center at 612.626.9000.**

