

HOW TO APPLY FOR A NON-CC SEMESTER OR ACADEMIC YEAR ABROAD PROGRAM

1 START THINKING ABOUT OPTIONS EARLY

- Explore the list of approved programs at <https://www.coloradocollege.edu/globalandfield>
- Review the major-specific "Advising Guides" section on the website (in the section on Credit Transfer) to find some suggested program options based on your interests and goals.
- Talk to your academic advisor about your academic goals and when is best for you to go.

2 RESEARCH THE OPTIONS!

- View the Virtual Semester Away Fair and review all the approved partner programs on the Global Ed Website.
- Once you pick a program, thoroughly review their website. You can often review syllabi, learn more about field trips and immersion options, watch videos, and more.
- Talk to a student who has done the program you're interested in. There are often alumni ambassadors listed on the program website, or if not, the Global Education staff can help connect you.

3 APPLYING: CC FIRST, THEN THE EXTERNAL PARTNER PROGRAM

- All students need to complete the CC Internal Application for Off-Campus Study in Summit, in addition to any separate required program application:
 - Fall & Full Year Deadline: **March 1** each year for the next Fall.
 - Spring Program Deadline: **October 1**.
- Late applications are not accepted in Summit.
- The program sponsor may have a later application date than CC's Summit date, but **DO NOT WAIT** to apply to your program until their deadline! Many programs accept on a rolling basis.
- Global Ed will only complete approval or nomination forms that the program sponsor's application requires after your Summit application has been completed and approved.



4 ONCE APPROVED, CONFIRM YOUR LEAVE FROM CC

Once you are accepted by the program sponsor, log back in to Summit and "Confirm" your leave (look for the red "Record Decision" button). This notifies all campus offices of your decision to study off-campus.

5 ENROLLMENT IN BANNER

When you confirm your leave in Summit, you will be coded in Banner for a leave for the blocks you listed on your CC Internal Application, and any on-campus courses listed under your Student Schedule will be dropped in Banner. If you need to temporarily put something in your preregistration submission, you can use the new GS392 placeholder, "Study Abroad/Off-Campus Semester."

6 YOU ARE IN THE PROGRAM, NOW WHAT?

- Thoroughly review the Canvas CC predeparture orientation course that you will be sent
- Pay any required confirmation deposit directly to your program to confirm your spot once accepted, if required.
- Retain your GPA above 2.00, and avoid any disciplinary probation or suspensions to remain eligible
- Expect and respond to all emails from your program, **ESPECIALLY** anything concerning the required student visas.

For more information on semester off-campus study options and the application process, please contact Heather Powell Browne in the Center for Global Education & Field Study.

