A&M Corpus Christi students participating in a Study Abroad Program are to use the Course Selection Form. In order to get academic credit for courses taken at the host institution, students are responsible for completing each of the following steps:

1. Meet with your academic advisor to review the courses necessary for graduation. Your advisor should discuss any concerns, issues, or potential problems that might arise from your participation in the exchange program.

2. Review the course catalogs for the host institution that are available either in the Office of International Education or online. Identify a slate of courses to take from the catalog.

3. Collect as much information as possible on the courses. {You should talk to other A&M Corpus Christi students who have participated in the exchange about the courses they took – optional.} Translate course descriptions, titles, and objectives into English if necessary.

4. Work with an advisor in the appropriate department or college to identify A&M Corpus Christi courses that are potentially equivalent to the courses at the host institution.

[For example, if you wish to receive credit for a history course, you must work with an advisor in the history major.] (Contact Blanca E. Ordner if you have questions about this at 361/825-2789.) Provide neat and clear translations for the descriptions and titles. Each advisor must sign your Course Selection Form indicating that s/he was included in the process of identifying the A&M Corpus Christi equivalent courses.

5. Get as many courses approved as possible so that cancellations or full courses do not cause you a problem on your exchange.

6. Be sure that each academic advisor understands that, by signing the Course Selection Form, they agree to review the coursework you bring back from the host institution. The review process is necessary to verify that the course you took matches the equivalent course that was identified before your exchange semester(s). In most cases, a grade on A&M Corpus Christi’s grading scale will be determined from the transcript that the host institution sends to the Office of International Education.

7. Return to your academic advisor with the completed Course Selection Form. The form should list the courses at the host institution, the A&M Corpus Christi equivalent courses, and the number of credit hours anticipated for each course. The form should contain signatures from advisors in each of the necessary departments. Once the academic advisor reviews the course selections and A&M Corpus Christi equivalents to determine if an acceptable academic program has been identified, s/he should sign the form.

8. Obtain the final signature from the Dean, Associate or Assistant Dean of your academic department or College.

9. Return the completed Course Selection Form to the Office of International Education. A copy will be made for you to take on your exchange; the original will be kept on file.

10. Take the Course Selection Form to the host institution. Use it to register for classes. If you are unable to select the courses identified on the Course Selection Form, you should contact the Office of International Education (361/825-2789) and your advisor as soon as possible.

11. Recognize the fact that the transcript may need to be sent to Foreign Credentials Service of America (FCSA) 1910 Justin Lane Austin, TX 78759 – www.fcsa.biz. FCSA will provide timely and accurate assessment of the academic qualifications for course work completed outside the United States.

Student Name: _________________________________ Student ID#: _____________________ Date: _____________