



Study Abroad Course Planning Form

The purpose of this form is to help you plan for the courses you will be taking on your study abroad program. Use the follow steps to complete this process. If we have questions about your courses, we will contact you via your Juniata College email address.



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Meet with your POE and General advisers to plan out your courses for the next academic year.	Research courses offered by your study abroad program reference both the program's page through Terra Dotta , under the academics tab and your study abroad program website.	After researching courses, fill out this Study Abroad Course Planning Form with the classes that you intend on taking. View the International Course Database to see what courses Juniata students have taken in the past for credit.	The course registration process varies by program. Finalize your schedule by following the process detailed by your program. This could occur before or after you arrive on your program.	Make final changes to this Study Abroad Course Planning form.	Submit this form through Terra Dotta to the Center for International Education by the deadline. Deadlines will be a week after the Juniata College drop/add deadline. *If you arrive on your program after drop/add please reach out to CIE for alternative arrangements.	SAVE ALL SYLLABI from your courses abroad. Once you have completed your time abroad and we receive your transcript, this planning form will be used to transfer your grades and credits back to Juniata College. We may require syllabi for this process, keep them until all grades and credits have been posted.

IMPORTANT NOTE: Once your study abroad program has completed it can take 2-4 months for the grade and credit transfer to take place.



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Student Name:	Student ID#:	Study Abroad: X
International Institution:	Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both Semesters <input type="checkbox"/>	
CIE USE ONLY: GenEd Waivers: SW – Global Engagement <input type="checkbox"/> WK (<i>one semester abroad</i>) <input type="checkbox"/> WK & additional SW (<i>two semesters abroad</i>) <input type="checkbox"/>		

Semester/ Yr.	Course Number	Course Title	Host Credit	Juniata Credit	JC Equivalency (CIE USE ONLY)	Grade (CIE USE ONLY)

This form will be signed by the Dean of International Education once your grades, credits and course conversions have been completed. It will then be submitted, with your transcript, to the Juniata College Registrar's Office and uploaded into your TerraDotta account.

Dean of International Education:	Date:
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