Office of International Education
Study Abroad/National Student Exchange
Academic Advising Agreement

STUDENTS:

1. An advising agreement must be completed by all students planning to study away prior to leaving for the term away. Do not wait until the last minute to complete the agreement.
2. Consult host institution website/course catalog and make a list of courses you are interested in studying.
3. Take course selection and website/catalog to your Advisor.
4. With Advisor, complete form and have formed signed.
   - On form, enter course information exactly as stated in catalog.
5. Submit the form to the Office of International Education (CL 108).
6. Course credit and grade conversions are available from the Office of International Education or the Registrar Office. It is your responsibility to make sure you are registered for enough credits.

 (You may be contacted if your form is not complete or if changes are required.)

ADVISORS:

1. Review course information for each course student has listed.
2. Equivalent: An external course is equivalent to a specific UWGB course number only if the course content is the same.
3. Elective: If the external course content is not the same as a UWGB specific course number, then it is an elective. Please specify if that course should fit into the Lower Level (LL) requirements of your program or the Upper Level (UL) requirements of your program.
4. **REMINDER:** You may only determine an equivalent for a course in your academic department. You may NOT determine a course equivalent for a course in a different department. Please have students contact the Transfer Services Coordinator in the Registrar Office for assistance with courses outside of your department.

Additional Notes:

1. When selecting your courses, be sure to include several alternative courses so that you have flexibility in adding and dropping courses.
2. Bring copies of the course descriptions to your advisor meeting. During your meeting, discuss how your courses will fit into your degree and what requirements they will satisfy.
3. You may need to meet with multiple advisors (Major, Minor, General Education, Transfer Services Coordinator) depending upon the courses you select and which areas of your degree those courses will fulfill.
4. If you plan to study away for a full year and your institution has not yet made the second term schedule available, please take a blank copy of this form with you. Once the second term schedule is available, select your courses and send an email to the Transfer Services Coordinator (TSC) in the Registrar Office (registrar@uwgb.edu). The TSC will assist you in obtaining transfer equivalencies and completing a new Advising Agreement via email.
5. If you plan to graduate immediately following your study abroad experience, be sure to apply for graduation as early as possible and compare the Registrar Office audit with your completed advising agreement to ensure courses completed away will fulfill all outstanding requirements. Official transcripts must be received directly from the host institution within 42 days of UWGB's conferral date or your graduation will be moved to the next available term.

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Name: _____ ID#: _____ Current Class Standing (circle one): FR   SO   JR   SR   Other

Major: _____ Minor: _____

Type of Program (circle one):   Study Abroad (SA)   National Student Exchange (NSE)   Term of Study (circle one):   Fall   Winter   Spring   Summer

Name of SA/NSE Institution Attending: _____   Year of Study: 20_____

Type of Term (circle one):   Quarter   Trimester   Semester   Credit System (circle one):   United States   ECTS   CATS   Other

Course Selection, Equivalency, and Substitution Table

STUDENT COMPLETE: Host Institution Course, Title and Credit Value			ADVISOR COMPLETE: UWGB *Equivalency* (course content is equal to the content of a specific UWGB course number *OR* award "Elective" if not equal in content) UWGB *Substitution* (degree requirement the course should fulfill if equivalency is "Elective")					UWGB REGISTRAR OFFICE ONLY:
Course Dept. & Course # (Ex: ANT 100)	Course Title	Course Credit Value	Equivalency: UWGB Course Dept. Prefix (Ex: PSYCH)	UWGB Course # or Elective (LL or UL) (Ex: 102 or "LL Elective")	Course Counts Toward (circle one)	Substitution: If Equivalency = Elective, what major/minor requirement may this course **substitute** for (Ex: Upper Level Marketing)	Advisor Signature (Print and sign)	UWGB Credit Value
					Major/Minor/ Gen Ed		Print: / Sign:	
					Major/Minor/ Gen Ed		Print: / Sign:	
					Major/Minor/ Gen Ed		Print: / Sign:	
					Major/Minor/ Gen Ed		Print: / Sign:	
					Major/Minor/ Gen Ed		Print: / Sign:	

Course Selection, Equivalency, and Substitution Table – page 2

STUDENT COMPLETE: Host Institution Course, Title and Credit Value			ADVISOR COMPLETE: UWGB *Equivalency* (course content is equal to the content of a specific UWGB course number *OR* award "Elective" if not equal in content) UWGB *Substitution* (allow an "Elective" or course number not listed in requirement course list to fulfill a specific degree requirement)					UWGB REGISTRAR OFFICE ONLY:
Course Dept. & Course # (Ex: ANT 100)	Course Title	Course Credit Value	Equivalency: UWGB Course Dept. Prefix (Ex: PSYCH)	UWGB Course # or Elective (LL or UL) (Ex: 102 or "LL Elective")	Course Counts Toward (circle one)	Substitution: If Equivalency = Elective, what major/minor requirement may this course substitute for (Ex: Upper Level Marketing)	Advisor Signature (Print and sign)	UWGB Credit Value
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	
					Major/Minor/ Gen Ed		Print: Sign:	