

# Classes and Registration

## Partnership and Exchange Programs

### Choosing Courses

You are encouraged to review the list of courses available on your program following the links provided on the Study Abroad Office (SAO) website. To view a complete list of courses available on your Partnership or Exchange program, you can follow the links in the “Academic Program & Courses” section of your program’s web brochure, or click the “Homepage” link near the top of the web brochure to browse the host institution or program provider course catalog. To view a list of pre-approved ASU course equivalencies for your program, you can follow the “View Pre-Approved Courses” link next to “Earn ASU Credit” near the top of the web brochure.

### Registration at ASU for your term abroad

You will be required to register for a Study Abroad Office placeholder course (SAO 196/596) for the term of your Partnership or Exchange program. Students participating in semester or full year study abroad programs must enroll in at least 12 ASU undergraduate credits (SAO 196), or 9 ASU graduate credits (SAO 596), per semester. Participants in summer programs will register for between 3 to 12 credits of SAO 196/596, depending on the length and requirements of the program.

You will receive the appropriate Class Number within your online study abroad program application after you have been accepted to participate in the program.

### Registration Steps (after you receive the 5-digit class number):

1. Login to MyASU

Under “Current Students,” click on “Registration”

2. Make sure you are eligible to register

Your registration may be blocked if you do not first attend to the following:

- Pay fines owed to ASU (parking tickets, student health fees, library fines, etc.)
- Complete a mandatory meeting with your Academic Advisor (these meetings are mandatory if you are a transfer student, were on academic probation, etc)
- Unfulfilled requirements (freshman English, lab, comprehensive exams, etc.)

### 3. Register in the study abroad placeholder course for your program

The 5-digit Class Number for the SAO 196/596 placeholder course will be provided to you within your online study abroad program application.

- Should you lose or misplace the Class Number, please contact the Study Abroad Office to obtain it as there are different course prefix/numbers for undergraduate (SAO 196) and graduate (SAO 596) students. There are also different course titles and class numbers for Partnership and Exchange programs (do not register under your friend's class number).
- Full Academic Year or Calendar Year participants will receive the Class Number for the second semester's placeholder also within the online application.
- You must register no later than the start of the ASU term, or your U.S. departure date, whichever comes first. Failure to register in SAO 196/596 will result in you not receiving academic credit for the courses taken abroad, or tuition charges may be retroactively posted.

### 4. Review your ASU registration

- Make sure it includes your study abroad placeholder course only and no other ASU courses (unless you are enrolled in an online course while abroad).
- If you pre-register for classes before committing to the study abroad program, make sure to DROP all classes that you will not be taking while abroad. Most students are registered only in the study abroad placeholder course and take no other ASU subjects while participating on the program abroad. Failure to formally withdraw from subjects you are not taking may result in a failing grade.
- Your total registration for one semester (including the study abroad placeholder) cannot be greater than 18 hours. If you need to register for ASU distance-learning classes or projects (internet classes, honors thesis, etc) during your study abroad program, you may do so at the same time you register in the study abroad placeholder. If you need to register for more than 6 credits worth of ASU classes or projects outside of the study abroad placeholder, please contact your departmental Academic Advisor to seek a credit-load override.

## **Registration at your Host Institution**

The process of registering for courses abroad varies by country and institution. In some cases, you may begin the registration process prior to departure, finalizing after arrival in the host country. In most other cases, you will register for courses at the host university after you arrive in your host country. If this is not the case for your particular program, you will receive further instructions from your Study Abroad Office International Coordinator, host institution or program provider. If you have questions about the course registration procedures at your

selected host institution, please contact your Study Abroad Office International Coordinator or follow the “Homepage” link from your program’s web brochure to review the comprehensive information provided by your host institution or program provider.

### **Course Withdrawal**

If you wish to withdraw from a course abroad, make sure you are still able to maintain a full-time load (or the minimum course load required for a summer program), and follow the host institution’s withdrawal procedures and deadlines. Past participants have occasionally neglected to finalize the formal withdrawal from a course abroad, and such classes appeared as failed grades on the host transcript, which ASU is obligated to post.