

ADVISER'S GUIDE

For
Assisting Students Studying Abroad
College of Engineering

- Make sure students:
 - Visit the International Engagement web site <http://www.eng.iastate.edu/intlprogs/> to research international programs.
 - Visit us in 112 Marston, to discuss the application process and general preparations.

Credit Transfer

- Students must include a signed “Academic Adviser Meeting” form in their ISU study abroad application to verify they are working with you.
- Students should come to you with course descriptions, prepared to discuss the courses they are interested in taking abroad. Course descriptions are on-line for nearly every school we partner with. It is the student’s responsibility to find and bring this information to you.
- To see how other courses have transferred back to ISU from a particular institution, visit our web site <http://www.eng.iastate.edu/intlprogs>.
- Give students the “[Preliminary Department Review for Study Abroad Transfer Course\(s\)](#)” form and discuss how the courses they would like to take might apply to their degree programs.
- Discuss your Department grade requirements for transfer courses to be applied to degree program.
- Admissions determines how credits will transfer back from partnering institutions. Make sure your students know the equation for the school they’ll be attending.

To access the credit equations in ADIN:

1. Go to the **AC** screen for “Admsn transfer – Colleges”
2. Enter **CN** for “College Name” and enter the first few letters of the school name
3. Tab down to the school and enter **TB** for “Transfer course Browse”

The credit equation will be on this screen, e.g.:

- University of Wales, Swansea: UW Credit ÷ 4, round to nearest credit (i.e.: 20 UW credits = 5 ISU credits)
- University of Newcastle: Newcastle Credit ÷ 2.5 (i.e.: 10 UN credits = 4 ISU credits)
- National University of Singapore: NUS Modular Credit x .75 (i.e.: 4 NUS credits = 3 ISU credits)

- Discuss courses and your preferred registration process for the students’ next semester at ISU.
- Remind students that they are required to attend two Pre-departure Orientation sessions:
 1. General Study Abroad Center orientation (dates listed at <http://www.studyabroad.iastate.edu/>)
 2. Site-specific orientation with the Program Coordinator – check with EIPS
- Remind students that **while they are abroad** they need to arrange for transcripts to be sent to Engineering International Engagement in 112 Marston Hall. They can have copies sent to themselves as well.
- Once students return from their study abroad experience, they should bring samples of coursework and syllabi to you that reflect their completed courses. Help students complete the “Request for Department Review of Transfer Course” forms if required by the evaluator.