

2011-
2012

**STUDY
ABROAD
ADVISING
HANDBOOK**

Office of International Programs



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You are responsible for reading and understanding the contents of this handbook. Please ask if you have any questions.

Why Study Abroad?

The Augsburg Abroad experience is a unique and *truly transforming* learning experience. You will expand your awareness of other cultures and have the opportunity to examine the connections between global interdependence and social justice. You can explore your major from a different perspective and engage the world at the same time.

Study abroad programs, including Augsburg College's own nationally respected Center for Global Education, are an *integral* part of an Augsburg education, whether you are a day, weekend-college or graduate student. A wide range of locations, courses, cost and length provide flexibility to accommodate your needs.

Here are some other reasons to study abroad.

Fulfill Requirements

If you plan well in advance, study abroad does not delay your graduation. Courses that you take abroad can be applied to your major/minor and Augsburg Core requirements, and of course the *Augsburg Experience*.

Life-changing

Study abroad alumni report that their experience abroad was by far the most exciting and rewarding part of their Augsburg education. You will enrich your learning and develop a new sense of yourself and the place of the US in the world. You will improve your confidence, independence and self-awareness.

Invest in Your Future

Study abroad helps you develop skills and experience that will enhance your resume or graduate school application. Learning and living in another culture are catalysts for the development of academic, intercultural and personal leadership skills critical to responsible global citizenship.

Affordable

A term abroad is roughly comparable to Augsburg tuition, room and board. Financial aid (with the exception of work study) can be applied to your study abroad experience, including a full year, semester, or short-term study. Program specific and national scholarships are also available.

Getting Started: Your Application Center

The Office of International Programs [Application Center](#) is your one-stop shop for study abroad - from start to finish and beyond. The Application Center can be used to search for programs, request information about programs and complete forms necessary for study abroad planning and approval. The **Advising Application** walks you through the basics of study abroad, helps you set goals and assists in your understanding of how study abroad fits into your academic plan. In the **Program Application** phase, you will complete a few essays, and read and sign important documents (e.g., policy and liability waiver...). **When accepted** to a program, you will continue to use the Center to complete additional forms and preparatory steps for study abroad. The Application Center also provides resources to you **while you are abroad** and when you **return**.

Augsburg Abroad Services

- Study abroad program selection advising
- Financial advising for study abroad
- Academic advising for study abroad
- Registration and billing for study abroad
- Pre-departure and re-entry support (orientation, etc.)

Augsburg Abroad also provides support in the following areas:

Health & Safety

Augsburg students who study abroad are covered under the college's International Travel and Health Insurance. This health insurance is included in program costs for all Augsburg students, regardless of whether or not your program requires their own coverage. Students are strongly encouraged to maintain their own health insurance in addition to this coverage.

About 2 months before departure, you should visit your physician and/or a certified Travel Clinic to discuss any immunizations you might need and to make sure you are healthy enough to travel. To find local travel clinics, you can also visit the Minnesota Health Department website at <http://www.health.state.mn.us/divs/idepc/immunize/travel/yfclinic.html>

If you participate in an Augsburg faculty-led program, you will be registered with the US State Department through the [Smart Traveler Enrollment Program \(STEP\)](#). Students participating in Affiliated programs must register themselves. Visit the State Department's Study Abroad website for more health, safety and travel info: <http://studentsabroad.state.gov/>.

Support for Diverse Backgrounds

You may need to consider differences in the way cultures address diversity issues such as accessibility, gender, race, sexual identity and religion. Augsburg Abroad works with a number of on-campus offices to support students from diverse backgrounds. We are happy to discuss these aspects of your study abroad experience and assist you in planning. The Augsburg Abroad office is a Safe Space to discuss any issues of diversity.

Your Family

It is natural for your family to have questions or concerns about your program abroad. Sharing program information is one way to help them understand your upcoming experience. They are also welcome to contact Augsburg Abroad staff with any questions or concerns.

Study Abroad Eligibility

Minimum 2.5 GPA at the time of application. If your GPA is lower, you may still be able to study abroad - but you will need to consult with Augsburg Abroad staff and provide a *faculty recommendation* along with your application. Please note that some programs may require a higher GPA than 2.5.

Sophomore, junior or senior standing by the time you study abroad. Faculty-led programs will allow participation as a freshman if the student receives approval from the programs' faculty leader.

Transfer students must complete one semester at Augsburg before they may study off-campus.

Not be on academic or disciplinary probation.* Applicant names are submitted to the VP of Student Affairs to ensure that students are not on probation. Information shared by that office may be used to work with students to develop a plan for success abroad.

Not have an outstanding balance* on your student account.

Demonstrate an ability to **adjust to new cultural** and living conditions.

*Students may be withdrawn from the program if they are put on academic or disciplinary probation or receive an accounts receivable hold on their student account after admittance to a program. Under these circumstances, the student is responsible for all non-recoverable program costs incurred.

Study Abroad Program Selection

Augsburg students can choose from over 300 programs in over 90 countries.

Augsburg College Programs

These programs are either run by Augsburg or by a consortium of which Augsburg is a part. These programs are of excellent quality, include pre-approved courses, and usually match Augsburg curriculum best. They also tend to be less expensive than other programs.

Affiliated Programs

These programs have been chosen because they provide more diverse locations and curriculum and have been reviewed by Augsburg Abroad staff for safety and academic rigor. See Appendix A on page 11 for a list of these programs.

Non-Affiliated Programs

If the Augsburg and Affiliated programs do not meet your academic or financial needs, you may seek approval to participate in another program. Contact the Director of Augsburg Abroad for approval.

Augsburg College Programs

Augsburg College's Center for Global Education (CGE)

<http://www.augsburg.edu/global/>

● Namibia ● Mexico ● Central America

Semester, summer and faculty-led short term programs

Augsburg's nationally-renowned study abroad provider offers cross-cultural educational opportunities that foster critical analysis of local and global conditions. Courses include **AugCore courses** (REL 200, HPE 002, Liberal Arts Foundations: Art, Humanities, Social & Behavioral Sciences) as well as courses in History, Spanish, Women's Studies, Religion, Political Science, Environmental and Peace and Justice Studies. **Internships** for academic credit are available in Mexico and Namibia. Most programs include several days or weeks living with local families and participating in their daily life/activities. In Mexico, queer-friendly and sober home stays are available.

A \$1000 tuition discount is given for the Central America, Mexico, and Namibia *semester* programs. More CGE scholarships at: <http://www.augsburg.edu/global>

Augsburg College International Partners & Exchanges (IPE)

Semester, summer and faculty-led short term programs

● China ● Finland ● Germany ● Norway ● Slovenia

Augsburg has exchange relationships with several universities in Europe and with one in China. These programs allow students to study in English and experience attending college in another culture. *Various fields of study available.*

A \$1000 tuition discount is given for semester and academic year study in IPE institutions.

Augsburg College Faculty-led Study Abroad Programs

Faculty-led Winter Break, Spring Break and Summer programs offer a chance to study a course intensively abroad with an Augsburg professor and other Augsburg students. Programs change yearly; use the Application Center Programs Search Tool to [see this year's offerings](#). Check individual programs for scholarship opportunities.

HECUA: Higher Education Consortium for Urban Affairs

<http://www.hecua.org>

● Eastern Europe ● Ecuador ● Northern Ireland ● Scandinavia ● USA

Semester and summer

HECUA is an organization of 17 liberal arts colleges, universities, and associations dedicated to education for social justice. Together they shape academically rigorous programs abroad and off-campus that address the most pressing issues in our neighborhoods, nations, and world.

Goal Setting for Study Abroad

- What do I hope to achieve by going abroad?
- How will this experience fit into my future career and academic goals?

What do I want to study?

- What courses do I have left to fulfill? What major/minor courses can I take abroad?
- What AugCore or language requirements do I have left?

When and how long?

- During the summer, short-term program, a semester, a whole year?
- Do I have conflicts with a certain term (i.e. job, athletics, on-campus commitments, etc.)?

Where?

- What part of the world?
- In a big city or a small town?

What type of living arrangements?

- In a family home, dormitory, shared apartment?
- Am I open to living with fewer luxuries?

What can I afford?

- What additional costs are involved, such as passport, visas, travel expenses, and other out-of-pocket expenses?
- How much can I finance through my financial aid?
- How do program costs compare?

What type of program will fit my needs best?

- **Field or Experiential**

These tend to involve the student and teacher in the learning process on an academic and personal level. Rather than learning in a traditional classroom, the host community becomes the primary classroom. (e.g., CGE, HECUA, Augsburg Faculty-led, SIT, IPSL....)

- **University**

Learning takes place in a classroom. The educational style at universities abroad tends to be more independent than in the United States. Assessment and instruction is generally very different than at Augsburg. (e.g., Augsburg International Partners and Exchanges, Asia/Austra/Eurolearn, Interstudy, KEI...),

- **Study Center**

Courses are designed and taught for U.S. students in facility not a university campus. Classes are modeled after classes in the U.S. with mid-terms, finals, etc. Opportunities for interaction with the host culture are provided through home-stays, internships, volunteering, activities, etc. (CGE, Arcadia, SIT, Central College Abroad, CIEE, IES, IPSL, Syracuse University Abroad, University of MN Learning Abroad Center...)

- **University & Study Center Combination**

Students take courses with other U.S. students and also enroll in one or several courses at local affiliated universities. (e.g., Arcadia, Central College Abroad, CIEE, IES, Syracuse U Abroad...)

Researching Programs

Researching programs through the Application Center is easy – just click on “**Find your program**” in the left hand menu of the Application Center Home page. There are multiple search tools available there, including Map Search (where you can search by continent and country) and the Advanced Search function, which can help you find programs based on area of study, term, housing options etc...In addition, the Augsburg Abroad Study Abroad Library has brochures to look through and take with you.

The Program Provider

Program providers have first-hand knowledge about their programs and will be a good resource throughout the program selection process. Contact info can be found on individual provider websites. Augsburg Abroad can also put you in touch with representatives that work with and are familiar with Augsburg College.

Academic Planning for Study Abroad

Study abroad credit can fulfill your graduation requirements like:

- Major
- Minor
- Augsburg Core Curriculum (Liberal Arts Foundation, Lifetime Activity....)
- Modern Language
- Augsburg experience

Augsburg Experience

All study abroad programs approved by Augsburg Abroad meet the Augsburg Experience Requirement.

Credit

Augsburg and Affiliate programs provide credit in different ways.

- Credit received on Augsburg programs (Center for Global Education, most International Partners, faculty-led, and HECUA) show on the transcript as Augsburg credit and the grade is factored into your GPA.
- Grades received for Affiliated and non-Augsburg programs come in as transfer credits; the grades do not appear on your Augsburg transcript and they are not factored into the GPA. You must receive a grade equivalent to “**C**” or **better** in the course in order to receive credit. Courses must be taken for a grade (4-0 / A-F); P/NP is not allowed on study abroad programs.

Credit Equivalency

For Affiliate Semester and Summer (non-faculty led) programs, off-campus credits are transferred as listed below.

- 4 semester hours = 1 Augsburg credit
- 3 semester hours = 0.75 Augsburg credit (fulfills a requirement)
- 2 semester hours = 0.5 Augsburg credit (does NOT fulfill a requirement)
- 6 quarter hours = 1 Augsburg credit

Process for Academic Planning

- 1) In the Advising Phase, **understand how study abroad fits into your academic plan.** You can do this by checking your degree progress in Records & Registration, reviewing the Major/Minor & AugCore checklists, and by meeting your faculty/academic advisor. Once you know what courses and requirements you still need to fulfill and which ones can be taken abroad, you can look for those courses when researching program options.
- 2) **Choose a program.** Your program choice should be largely based on your academic needs. You will want to match the courses you need for graduation to courses available on programs you are considering. Once you have found a good program match, fill out the “Choose your Program” form so Augsburg Abroad staff can enable your program specific application.
- 3) Once you have chosen your program, **set up a meeting with your Faculty Advisor** to fill out the **Course Approval Form, which** can be downloaded from the Application Center. You will need to provide course descriptions or syllabi for your courses to be pre-approved for your major. Other faculty and staff may need to sign also, depending on the requirement you want to fulfill (see list below). Course information can be found on your program’s website or by contacting your provider. You must submit either hard copy or scanned copy of this form to Augsburg Abroad. Don’t forget: you need to sign the form, too!

Additional Signatures Required on Course Approval Form

Major: Major Advisor

Minor: Dept Chair

Liberal Arts Foundation: Lori York, Registrar’s Office

Languages: Frankie Shackelford, Languages & Cross-Cultural Studies Dept. Chair (see below for exceptions)

- **French:** Pary Pezechkian
- **Spanish:** Michael Kidd (no signature required for SPA 111, 112 or 211 if taken with CGE.)

Academic Policies

Augsburg students are registered on campus while abroad, so they are still required to abide by the Academic Policies of Augsburg College. Augsburg Abroad also has policies to which students must adhere; be sure to carefully read the Policies Form before signing when you apply.

Faculty-led Programs

Winter Break faculty-led programs are counted as spring semester courses. However, you will not be billed an overload fee if you take an additional 4.0 or 4.5 credits in the spring semester. If you take minimal credits in the regular spring semester, you can count the study abroad course as a part of your spring course load in order to be considered part-time or full-time. Spring Break programs ARE counted as part of your spring semester course load.

The crossover policy does not apply to students participating in faculty-led programs. WEC students who do a study abroad program that is part of the Day program do not count that as their crossover course and vice versa for Day students.

Financial Planning

You will be billed for study abroad through your Augsburg student account. This allows you to use financial aid.

Faculty-led programs have a published comprehensive fee which typically includes tuition, \$150 study abroad fee, accommodations, meals, airfare and ground transportation. Occasionally some meals or other items such as books or art supplies are not included in the comprehensive fee, but are estimated in the program brochure.

Summer programs (non-faculty led) also have a published program fee, which typically includes tuition, room, and board; additional charges may include airfare, personal expenses and a \$150 summer study abroad fee.

Semester and Academic Year program fees may include any of the following:

- Tuition
- Housing
- Meals
- Excursion/s
- Orientation
- International insurance
- Study abroad fees

You will need a cost breakdown of the program fee to determine what will be billed to your Augsburg student account. You can find the cost breakdown on the program website or by requesting it from your provider.

Calculating your tuition and fees for semester study

For most semester programs, you will pay the same as Augsburg's tuition (\$14,901 per semester in 2011-12) unless the program's tuition is higher than Augsburg's. In that case, you will pay the program tuition, plus a study abroad fee:

- \$300 for a semester program
- \$400 for a full year program

In addition to tuition, you will be charged for room and board* and international insurance. Additional costs include airfare, books, personal expenses, etc.

Items paid directly to the program provider for semester, academic year, and summer (non faculty-led) programs include:

- Application fee, if required.
- Deposits (confirmation of participation, housing, etc.).
- *International Partners and Exchange students pay room and board directly to the host institution.

Financial Aid

If you receive financial aid (scholarships, grants, loans) at Augsburg College, you can use that to study abroad. Often, your aid can be increased to cover any additional costs. You must inform the Student Financial Services office of your program costs so they can adjust your aid package accordingly. See “cost estimate” section below.

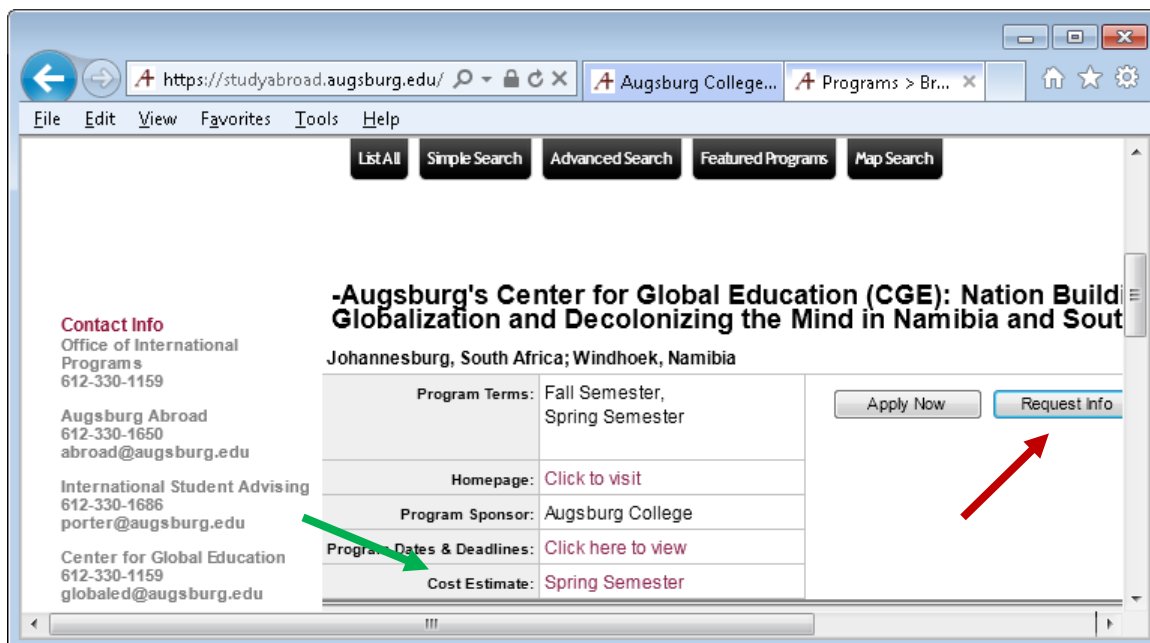
Students who receive Augsburg College institutionally funded aid (such as Presidential Scholarship, Augsburg Tuition Grant, Legacy, Regents, Tuition Remission Benefit, Promise Scholarship, etc...) may apply their aid to an unlimited number of study abroad experiences on Augsburg College Programs. This includes Faculty-led, CGE, and International Partners & Exchange programs. However, institutionally funded aid may be used for only one study abroad experience with HECUA or Affiliate Programs—see Appendix A for list of Affiliate Programs.

Scholarships

In addition to the aid you already receive from Augsburg, scholarships for study abroad are available through a number of organizations. A [scholarship guide](#) is posted in the Learning Content section of your application. If you choose an affiliate program, check with your program provider for information on additional scholarships.

Cost Estimate

In order to have an estimate of your study abroad costs, you will need to locate and print a Cost Estimate for your program. Visit the program brochure page for your program and look for a Cost Estimate in the top area of the page. If there is already one posted (see the green arrow below), you can print the form, fill in your information, and sign it. Then, scan your signed form, and upload by clicking on “Upload Your Signed Cost Estimate” in your application.



The screenshot shows a web browser window with the URL <https://studyabroad.augsburg.edu/>. The page displays a program brochure for the Center for Global Education (CGE). The brochure title is "-Augsburg's Center for Global Education (CGE): Nation Building, Globalization and Decolonizing the Mind in Namibia and South Africa". The location is listed as "Johannesburg, South Africa; Windhoek, Namibia".

Program Terms:	Fall Semester, Spring Semester	Apply Now	Request Info
Homepage:	Click to visit		
Program Sponsor:	Augsburg College		
Program Dates & Deadlines:	Click here to view		
Cost Estimate:	Spring Semester		

Contact Info:
Office of International Programs
612-330-1159
Augsburg Abroad
612-330-1650
abroad@augsb.org.edu
International Student Advising
612-330-1686
porter@augsb.org.edu
Center for Global Education
612-330-1159
globaled@augsb.org.edu

If there isn't one posted, click on the "Request Info" button in the top right area of the brochure (see the red arrow above) to request one from Augsburg Abroad. Once you have the cost estimate, you MUST meet with Student Financial Services in order to activate your financial aid package for study abroad purposes.

Application Process

Application Deadlines

- **September 30th** for spring semester programs and Winter break faculty-led programs
- **November 1st** for Spring Break faculty-led programs
- **February 1st** for faculty-led summer programs
- **March 1st** for fall semester and full year programs, all non-faculty-led summer programs

* If the deadline falls on a weekend, submit application on the previous Friday.

Academic Year, Semester, and Summer (Non-Faculty Led) Programs

Augsburg Abroad Application: The entire Augsburg Abroad application process is done online.

Go to the [Augsburg Abroad Website](#) and click on "[Get Started](#)". During the Advising phase of your application, you will "Select your Program" by completing the appropriate form. Augsburg Abroad staff will then enable your program specific application. Then simply follow the steps and complete your forms online.

Program Provider Application: If you are applying to an Affiliate Program, you also must apply directly to the program provider. Note that the program application deadline may be different than those of Augsburg Abroad. If you are doing an Augsburg Program (CGE, International Partners and Exchange) you need not apply separately to the program—though you may have to submit some paperwork directly to the program staff.

Faculty-led Programs

Apply early to secure a space in the course; once eligibility requirements are met, students are accepted on a first apply, first admitted basis. During the Advising phase of your application, you will "Select your Program". Augsburg Abroad staff will enable your program specific application. Then simply complete the forms online.

Cancellation Policy

You are required to notify Augsburg Abroad and the program provider (if applicable) if you choose to cancel before departure or leave your program while already abroad. If you cancel after acceptance by Augsburg Abroad you will be charged a \$350 cancellation fee; depending on the time of cancellation, you may ALSO owe some or the entire program fee. You are also subject to the cancellation and withdrawal policy of your program provider.

Appendix A:
Affiliate Programs List

1. [Arcadia University](#)
2. [AsiaLearn/AustraLearn/Eurolearn \(Global Links\)](#)
3. [Central College Abroad](#)
4. [CIEE](#)
5. [Global Student Teaching \(University of Minnesota-Morris\)](#)
6. [IES](#)
7. [Interstudy](#)
8. [IPSL--International Partnership for Service-Learning and Leadership](#)
9. [KEI--Knowledge Exchange Institute](#)
10. Principia Consortium/University of Glasgow (Honors)
11. Syracuse University Abroad
12. [University of Minnesota Learning Abroad Center](#)