FALL 2017 STUDY ABROAD
PRE-DEPARTURE ORIENTATION WORKSHOP

Office of Global & Off-campus Education
Botany Building, Ground Floor

570-577-3796
globaled@bucknell.edu
What do YOU need to do to have a unique study abroad experience?

Office of Global & Off-campus Education
Mission

The Office of Global & Off-campus Education facilitates first-rate, off-campus opportunities that accommodate a range of disciplines and include diverse regions of the world. The Office collaborates with students and faculty to identify, develop and manage programs that:

1. Support Bucknell University’s educational goals
2. Combine outstanding academic coursework and experiential learning in a safe and supportive environment.
3. Integrate into the students’ undergraduate plans of study to the fullest extent possible.
4. Develop students’ cross-cultural competency by facilitating a deep understanding of the cultural, social, political and historical conditions of the host country.
5. Make students aware of their unique positions as responsible actors in a global context.
That is Global Ed’s mission.

What is YOUR mission . . . for YOUR study abroad experience?
- provided with **essential tools** to enhance your intercultural engagement skills.
- given **information on health and safety** to ensure a rewarding experience abroad.
- provided with **resources to research** and understand your host country/culture.
- **helped** to be open-minded and flexible while abroad.
- allowed to **challenge yourself** while abroad to accomplish your goals.
What we want YOU to do to be able to have a unique experience!

- Use reflective tools to think through your upcoming study abroad experience and enhance your preparation for it.
- Understand the concept of culture, culture learning, and how to engage your host culture for a rewarding study abroad experience.
- Know about health and safety issues, and strategic practices to help you cope with likely inconveniences of living abroad.
YOUR initial thoughts.

1- What are **YOU** most looking forward to . . .

2- What do **YOU** think will be the most challenging thing for **YOU** . . .

3- What do **YOU** think **YOU** will miss the most from home . . .

4- What do **YOU** think **YOU** will miss the least from home . . .
So thinking about YOUR upcoming study abroad experience, share your answers.

**Drive:** What is your motivation for going abroad?

**Knowledge:** What cultural information is needed to do this effectively?

**Strategy:** What is your plan for this assignment?

**Action:** What behaviors do you need to change/adopt to ensure a successful study abroad?

• Based on David Livermore (2010). *Leading with Cultural Intelligence*, New York: AMA.
What is YOUR drive?

What knowledge do YOU need for YOUR drive?

What is YOUR plan?

What do YOU need to change to have a successful experience?
Bucknell Department/Office Information

• Health Services
• Title IX and Clery Act Compliance
• Risk Management and Insurance
• Public Safety
• OAR
Health Services

Missy Allen
A healthy travel guide

Regardless of where your travels take you . . .
Avoid Hodophobia
First stop:

- www.cdc.gov/travel

Here you will find a wealth of information for travel in general, as well as country-specific information.
Next stop: Visit Bucknell Student Health

- Call 570-577-1401 for an appointment for a travel physical
- Physical should be at least **4-6 weeks before** your anticipated travel
- Let us know your complete itinerary
- Bring any immunization updates
- Receive a **TRAVAX** report
- Ask about questionable RX meds/substitutes etc. (RX meds; allowed?, change if needed, check insurance, dosing across time zones)
- Realize significant cost savings vs. using another facility
All set...not yet
Top 10 health risks with travel

- Diarrhea
- Blisters
- Respiratory Infection (colds/flu)
- Bladder Infection
- Tooth Injury
- Superficial skin infection
- Mosquito bites
- Aches and pains
- Jet lag
- STDs
Plan and pack

- Think about these health risks and things you take for granted daily
- Take any RX meds in their original, labeled containers with any necessary documentation, copies in carry-ons
- Due for a dental check up? Do so before you go!
- Contacts, glasses, solutions
- Sunscreen/insect repellant with DEET/Picaridin (Apply sunscreen 1\textsuperscript{st}, insect spray 2\textsuperscript{nd})
- Antibiotic cleansers, ointment, bandages
- Fever/pain reducers, allergy/cold meds, anti-diarrheal, water purification system
- Condoms, feminine products
Worldwide, Coconuts kill more people each year (150) than sharks do (about 5)!
Once there...  
Be aware...Take Care

- Know your director and be open to sharing pertinent health information
- Wash your hands...often . . . and . . . SLEEP
- Don’t always follow lead of “local people” (food and water)
- Be prepared for an emergency:
  - **What**: bloody diarrhea, diarrhea+fever >102, flu-like s/s in malaria risk area, animal bite/scratch, serious accident, assault
  - **How**: Know the emergency # (not 911), have updated Emergency card, Google Translate (if phone service) or know basic words, “HELP”, “DOCTOR”, “HOSPITAL”
  - **APP**: triposo
Don’t neglect your health once home

- Get a follow-up PPD test if it was recommended at your pre-departure physical.
- Complete any medications as they were ordered for travel.
- Pay attention to what your body tells you.
- Really listen and be as open, honest, and inclusive with information when seeing a doctor after travel.
Kate Grimes
Title IX Coordinator
and
Clery Act
Compliance Officer
Title IX

- Title IX a federal law that prohibits discrimination on the basis of sex in educational programs and activities.
- Sex discrimination includes sexual misconduct or sexual harassment, sexual assault, non-consensual fondling, and sexual exploitation.
- Dating violence, domestic violence and stalking are also prohibited under Bucknell’s Sexual Misconduct Policy.
Title IX applies to students:

- On campus
- Off campus
- Abroad
What does the Title IX Coordinator do when she receives a report regarding a student who is studying abroad?

- Email the student to provide important information about resources and support options
- Ensure they understand their reporting options
- Explain the possible interim and supportive measures that can be provided
Resources and Support Options

Confidential Resources:
- Bucknell Advocates (24/7) 570-850-6115
- CSDC (24/7) 570-577-1604
- Bucknell Chaplains & Religious Life 570-577-1592
- Transitions (24/7) 800-850-7948

Additional Resource:
- Title IX Coordinator 570-577-1554

*Note: Bucknell’s Title IX Coordinator can also assist in gathering information regarding local resources available to the student.*
Reporting Options

- The student may report the crime to local authorities (police and/or university officials).
- If the alleged offender is another Bucknell student, the student may also initiate an investigation and possible disciplinary proceedings under Bucknell’s Sexual Misconduct Policy by contacting Bucknell’s Title IX Coordinator.
Possible Interim and Supportive Measures

- No-contact orders
- Academic flexibility and support
- Assistance with contacting local resources
- Assistance getting home from abroad
- Residence changes
- Interim suspension of the accused
Supportive Measures

All supportive measures are available to any Bucknell student regardless of where they are studying and regardless of whether or not they decide to report the incident to local authorities or request and investigation by the Title IX Coordinator.
YOUR safety while studying abroad/off-campus

Risk Management and Public Safety
Recent student scenarios...

Most recently, student on Trinity Rome program from Bates College – drunk, left a bar alone, died from train accident
Student in Madrid from USC, drunk, left bar alone, fell into river, drowned
Before Departure

• Make an appt with a doctor familiar with travel medicine (4-6 weeks prior to departure)

• Familiarize yourself with important locations near your destination:
  • Hospitals/doctors
  • Police
  • Transportation
Before Departure

• Make and keep (in a safe place) copies of the following documents:
  • Passport
  • Plane tickets
  • International student ID card (as applicable)
  • Driver’s license
  • Credit card info (including # if card is lost/stolen)
  • Health insurance ID card & emergency contacts
  • US Embassy & Consulate contact info (ensure registration with US Embassy as well)

• Learn the culture and understand local laws

• If possible, fill prescriptions that will last the duration of your stay
CDC Website

- Strongly encourage everyone to review the CDC website prior to departure:

https://wwwnc.cdc.gov/travel/page/studying-abroad
While There

- Be familiar with the facilities
  - Know what to do in the event of an emergency
  - Be familiar with exits

- Always be aware of your surroundings
  - Be aware of areas you should avoid
  - Travel in groups
    - If you must travel alone, inform others of your plans
    - Know significant landmarks

- Demonstrate acceptable conduct/behaviors

- Know on-site staff contact information

- Stay in contact with your family, host, and home
While There

• Be cautious when consuming alcohol
• Avoid being an “obvious” target
• Stay informed of current political situations/unrest, potential weather threats, terrorist incidents, and public health emergencies
Safety Thoughts

• Before YOU go
  • Don’t publicize your travel plans
  • Keep a copy of your travel documents and credit cards

• Before YOU take off
  • Do not leave your bags unattended
  • Do not transport items for other people

• At any hotel
  • Do not leave your passport with the front desk
  • Request a room between the 2\textsuperscript{nd} and 7\textsuperscript{th} floor

• On the street
  • Know significant landmarks
  • Be aware of your surroundings
  • Keep your passport with you as needed
  • Ask locals for safe areas around city to jog, etc.

• Wherever you are
  • Be alert for distractions
  • Never walk alone! Use the buddy system!
US State Department
Travel Alerts

http://travel.state.gov/travel/
cis_pa_tw/cis_pa_tw_1168.html
Register with STEP

STEP
Smart Traveler Emergency Program

https://travelregistration.state.gov/ibrui/
Safety precautions while you are traveling.

- Do not travel alone.
- Always be aware of your surroundings.
- Be cautious when consuming alcohol.
- Avoid being an “obvious” target.
- Keep informed of current political situations by listening to radio and television shows and reading the paper.

- Stay in contact with program Director
- Stay in contact with your family, host and home.
and remember . . .

• that you are under the legal jurisdiction of your host country;
• what might receive a light sentence in the US could be a much higher penalty in another country;
• drug trafficking receives capital punishment;
• if bad news about your host country hits CNN, call your parents to let them know you are ok;
• in case of emergency (natural disaster, act of terrorism), contact your on-site director and follow program provider directions.
Safety & Security on the ground!

- Know your emergency contact information on-site at your program.
- Keep a photocopy of your passport, credit cards, insurance card, traveler’s checks in a safe place and leave a copy with your parents.
- Always have enough money for one day ($50 or less, in currency of host country).
- Never carry large sums of cash and never display how much cash you are carrying.
Safety in-city and when traveling ...

• Know the 911 in your host country!!

• Know the public transportation systems in your new city.

• Be smart and know how to contact the on-site staff.

• Be aware of your surroundings when in a hotel or hostel. Know where the emergency exits are; check for smoke alarms.
Emergency Contact Card

STUDENT INFORMATION
Name:
Date of birth:
Citizenship:
Passport #:
ISIC #:
Cell #:

CURRENT ADDRESS

U.S. FAMILY EMERGENCY CONTACT
Family:
Address:
Phone #:
Cell #:
Email:

INSURANCE INFORMATION
Insurance Co.:
Policy #:
24-hour phone #:

Blood type:
Special medical conditions:

PROGRAM DIRECTOR ON-SITE
Phone #:
Email:
Office Address:
Take a 10 minute break!!
Studying Abroad With a Disability
Rights & Responsibilities

Student
● Disclose disability-related condition(s) in a timely manner within the planning process to study abroad
● Recognize that accommodations planning requires extra preparation time
● Initiate discussion or communicate needs to OAR, Global & Off-Campus Education, and host institution—these offices will be unaware of any questions or concerns unless they are brought to their attention.
Rights & Responsibilities

OAR = Office of Accountability and Resources

- Serve as a resource for students with disabilities that are researching options for study abroad
- Ensure the student's right to confidentiality regarding disability-related issues
- Review student's documentation and determine appropriate accommodations for study abroad
- Advise student on what disability-related implications need to be worked out or addressed prior to and while in chosen host country; and
- Make any recommendations to the study abroad coordinator regarding student needs.
Rights & Responsibilities

Sponsoring Unit/Global & Off-Campus Education

- Assist in the articulation of any student accessibility issues with host institution;
- Ensure the student's right to confidentiality regarding disability-related issues;
- Answer questions students might have regarding the registration and planning process for study abroad; and
- Consult with OAR when necessary to obtain answers or feedback for any disability-related questions.
Study Abroad Considerations

The following considerations are identified to help prospective study abroad students with disabilities identify any implications needing troubleshooting. Additional considerations might emerge as the following are being addressed. Prospective study abroad students with disabilities should consider the following factors (additional considerations might emerge as each factor is addressed):
Preliminary Communication

- Meet with an academic advisor to discuss how study abroad can fit into your academic track. When is the optimal time to participate in study abroad?
- Begin to develop a plan of action for researching the host institution and country of interest.
- Any type of communication to parents is the student's responsibility. Global & Off-Campus Education and OAR cannot disclose any information to them.
- Regardless of the nature or type of disability, the student should allocate a minimum of 1 year to start planning with a study abroad advisor. Waiting too long to start planning might not provide enough time to have accommodations arrangements and procedures identified prior to departure date.
Overall Physical, Attitudinal & Cultural Access in Your Chosen Country

- Research as much as possible about the country(ies), city(ies), and host university(ies) of interest. Cultural interpretation of disability is different in other regions. Consider causality, valued/devalued attributes, and anticipated roles. Is there disability-related governmental legislation?

- How does the chosen host culture(s) define disability? How will questions about disability be answered? This information may provide an idea of how receptive a particular host institution will be with providing accommodations. Level of independence might change between Bucknell and a host country, therefore more accommodations might be necessary. This does NOT mean that independence is lost, rather, this is the host country’s way of doing things.
International Transportation Needs

- Airline Transportation
- What is the airline's accommodation capabilities?
- Please refer to the Transportation Security Administration's guidelines for people with disabilities to comply with screening procedures for airport security, Travelers with Disabilities and Medical Conditions.
- MIUSA provides Air Travel Tips for People with Disabilities.
Public Transportation—Host Country

- It is imperative to find out if there are any accessible transportation resources or community support within a host country.
- What kinds of travel accommodations will be required during travels within the city as well as between destinations?
- Will covering costs of private taxis be feasible, when necessary, due to inaccessible public transportation?
Accommodations

- Are there extensive financial costs involved with accommodation needs, and if so, how will these costs be supported?
- Are replacement parts for auxiliary aids going to be readily available in the event damage occurs?
- Is there access to agencies or professionals who can repair auxiliary aids, if necessary?
Service Animals

- Are there any laws in the host country which support service animals? If not, how will this impact access?
- Are there veterinary services available in the host city? If so, where are they located? Is it conveniently accessible?
- What are the airline regulations for service animals traveling abroad?
- Is there a Quarantine Period for Service Animals to or from your host country?
- NCDE provides specific information about Guide Dogs and Service Animals While on International Exchange.
Housing & Living Situations

- What options are available through the program(s)?
- Are the room dimensions physically accessible to individual needs?
- What are the sleeping arrangements like?
- Are there accessible bathroom and shower facilities within any of the housing options? If not, what can be done to address these accessibility issues?
- Are Emotional Support Animals allowed in the host-country? If not, how will this impact your housing access? (Remember—ESAs are only allowable in the US for equal use & enjoyment of housing).
Curriculum

- Be aware of the nature of required coursework. Will there be multiple choice or essay exams?
- Are classes project-driven or exam-driven?
- How much reading is involved?
- Will document conversion be required and available?
- What is the specific duration of the program of interest? How many classroom hours are required?
- Are library resources accessible? If not, what can be done to provide access?
- How will class work be evaluated, and what are the usual methods of instruction (i.e., lecture, seminar, tutorial, lab, discussion)?
- Are the course materials that are audio or visual in format (e.g., videos, films) accessible to you (e.g., captioned videos)?
On-Campus Disability Support

- Does the host college or university have a disability services office, or a point of contact designated to address accommodations needs?

Counseling
- Investigate what resources are available through the host institution as well as any community resources to address medical, psychological, and/or informational support.
- Mobility International provides comprehensive information regarding psychiatric disabilities and international study in their document, [Mental Health-Related Disabilities: Considerations for Exchange Participants](#).
Prescription Medications

- How will refills of prescription medications be handled, especially if they are stimulant medication? Be sure to check whether prescribed medication is legal and available within a chosen host country. Contact the nearest consulate or embassy for the host country to inquire whether your medication is considered a controlled substance and to seek guidance on the best way to proceed. For assistance locating the nearest consulate, try the Directory & Search Engine Of Every Nation's Embassies & Consulates.
Questions? Contact Heather Fowler, Director OAR

- Office of Accessibility Resources
- 212 Carnegie
- hf007@bucknell.edu
- 570-577-1188

Information used with permission 3/14/17 from Kim Collins, PhD, CRC [http://disability.illinois.edu/academic-support/accommodations/study-abroad#1](http://disability.illinois.edu/academic-support/accommodations/study-abroad#1)
Stand up . . . and, stretch your legs . . . stay here, please!
Are You Really Ready For This?

Think about the intercultural preparation YOU will need to do to have a unique study abroad experience!

Office of Global & Off-campus Education
Functions of culture . . .

Why do YOU think culture is important for study abroad?

What does culture do for YOU?
Culture . . .
Things to watch out for . . .

<table>
<thead>
<tr>
<th>Discrimination</th>
<th>Prejudice</th>
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<tr>
<td>Scapegoating</td>
<td>Fear</td>
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<td>Generalization</td>
<td>Stereotyping</td>
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<tr>
<td>Ethnocentrism</td>
<td>Assumptions</td>
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</table>
A Frustrated Study Abroad Student

The school day ended. Tired Miss Johnson, a study abroad student on teaching internship in the country of Zabundastan, took her classroom problems home with her and shared her concerns with friends. “For almost a year now, I’ve tried to give those sweet little primitive girls a lifetime chance to gain civilization. I’m proud to say that some of them now behave like normal human beings, but the majority of them can’t hold up their heads or look me in the eye to speak with confidence. They are so bright, they learn as fast as the children in the US but they are hopeless, when it comes to creativity; they are so stuck in their primitive waist-twisting, sexually suggestive dance movements that they can’t do any ballet move at all. They just can’t seem to behave with human dignity, period! For all the good I’ve done here, I can’t wait to go back home to continue to teach in Iowa.” I wish I could have been more successful in my civilizing mission but, one can only do so much!
What do you think is happening with Miss Johnson?
What cultural problems do you think she is exhibiting?
Have you ever had a misunderstanding with someone from a foreign country?
What happened?
Why was there a breakdown of communication?
Understanding Culture and Cultural Variations

www.peacecorps.gov/wws/videos/beyond-borders
“According to Byram (1977), being interculturally competent means to be able to interact effectively (using linguistic and non-linguistic resources) with people from another country in a foreign language. This means, of course, to be able to overcome stereotypes (which are a real barrier for cultural understanding), to be empathetic, to understand the otherness, to avoid and deal with misunderstandings and to have a certain willingness to learn with the purpose of knowing not only the other but also oneself.”

“Cultural Distance”, Elena Gómez Parra
EVERYTHING COVERED BUT HER EYES, WHAT A CRUEL MALE-DOMINATED CULTURE!

NOTHING COVERED BUT HER EYES, WHAT A CRUEL MALE-DOMINATED CULTURE!
Discussion questions . . .

How do people learn to communicate?
What role does culture play in how you communicate?
What are some examples of non-verbal communication that you use?

What do you see are some of the difficulties with intercultural communication?

Why do you think intercultural communication fails?

Have you ever had a misunderstanding with someone from a foreign country?
What happened?
Why was there a breakdown of communication?

What can you do prior to your departure to reduce the chances of having such a misunderstanding abroad?
Cultural Collisions are often unseen...

Conflict occurs underneath the surface, often beneath awareness.
What tools are available to YOU?

• **Read** about the culture and everyday behaviors.
• **Talk** to people who have grown up in the country you will be going to.
• Take time to **be aware** of verbal and non-verbal behaviors.
• **Watch** for signals.
• Be forthright and good natured about yours and others’ gaffes.
• **ASK** questions, and **LISTEN** to the responses.
• Seek to **dialogue**, not debate, cultural perspectives.
• **Be sensitive** . . . . even if it does not make sense to you.
This exercise is to be used as a reflection on what could happen while you are abroad; how you may feel when you are used to doing something automatically; to give you an idea of what a different culture may feel like.

**Non-Dominant Hand Exercise**

- **With your non-dominant hand, please do the following:**
  1. Sign your name
  2. Draw a square
  3. Draw a tree
  4. Write the date
How does adjusting to a new culture make YOU feel?

- Frustrated
- Tired
- Anxious
- Homesick
- Depressed
- Confused
- Helpless
- Paranoid

- Feel like drinking in excess
- Feel like eating more
- Becoming aggressive
- Becoming hostile
- Feeling irritable
- Withdrawing from activities
- Being excessively critical of host culture

Office of Global & Off-campus Education
What YOU can do to adjust to YOUR host culture . . . What can YOU do prior to your departure to reduce the change of having a cultural misunderstanding abroad?

• Participate in YOUR new culture.
• View culture learning as expanding YOUR skills and knowledge
• Don’t fight the culture or try to fix it; flex with it.
• Don’t assume you understand the culture.
• Learn what is most important to the people in the culture
• Constantly test YOUR own ideas about the culture
• Explain YOUR culture to your hosts; help them understand YOU.
Other things YOU can do to adjust to YOUR host culture

• Talk about how YOU are feeling.
  * Accept that it is part of a normal process of adjustment.
• Have a sense of humor!
• Learn from others but don’t become dependent on them.
• Learn from TV, radio, and the press; these are great for cultural insights.
• When you don’t know, ask.
• Occasionally withdraw from the culture to avoid cultural fatigue/burnout.
How YOUR peers have adjusted to a host culture. . . .

http://www.youtube.com/watch?v=GORQAu4o3Js&feature=related
What YOU should know before YOU go!
What do YOU know about these topics in YOUR host culture?

- Politics in host country
- Know about YOUR system of government
- Currency and transaction issues
- Social/cultural differences
US Politics

• Know what is taking place in US politics, especially since you will be abroad with a newly-elected President.
• Know who is the president of your host country.
• Be prepared to understand that people in your host country are curious about our politics, our election process, our new president.
What YOU need to do to be financially prepared . . .

- Know your currency in your host country.
- Know how to obtain foreign currency.
- Understand the conversion rate between the US$ and your new currency.
- Notify your home bank about your travel plans for the semester and that you will be using your ATM around Asia, Africa, Australia, Europe, UK!!!
- Always withdraw most available amount to avoid banking fees associated with withdrawals.
- Credit card with a Chip & Pin!

Expect to have unexpected expenses!
What YOU need to do to pack smartly . . .

- Pack only what YOU can carry yourself!
- Check with airline on restrictions of # of bags and weight!
- Check with returnees from same program!
- Research climate.
- Avoid clothing that screams, “I am American.”
Invisible essentials . . .
to take with YOU!

Sense of humor
Observe without judgment
Responsibility
Willingness
Knowledge
Curiosity
Ritual
Restraint
Acknowledgement
Take a 10 minute break!
Post-acceptance Forms

Tips

YOUR Questions?
Congratulations, you’ve been granted preliminary approval to study off-campus/abroad in the 2017 Fall term.

In order to finalize your application you are required to complete the mandatory Post-Acceptance Materials.

All post-acceptance materials must be completed within two weeks from the date of your approval letter. Failure to complete the requirements will jeopardize your opportunity to study off-campus. Communicate regularly with your global education advisor with any issues.

If your grades fall significantly or you violate the Bucknell University Student Code of Conduct prior to departure your final approval may be reviewed and revoked.

Contact your Global Education Advisor or the Office of Global & Off-campus Education in the Botany Building, Ground Floor, at globaled@bucknell.edu, 570-577-3796 if you have any questions.
The Initial Screen Available to You . . .
Tips for Using the Horizons System

- Click Edit for each of the categories
- You need to Save or Submit
  - Save means Save and Continue
  - Submit takes you out of post-acceptance materials
- Under Pre-departure Documents
  - Your medical insurance card is not required
- Disclosures
  - Read through and "✓" the appropriate boxes. If you have questions about Parent/Guardian authorization, please contact your Global Education Advisor. Your Parent/Guardian is sent an email and requested to confirm their understanding of finances, conditions of participation and liability. You may add a second authorized individual.
More Post-Acceptance Documents

- **Passport Requirements:**
  - Must have current passport and scanned copy.
  - If you need a passport, you can obtain it in two weeks for an additional fee.

- **Emergency Contacts:**
  - Parents/guardians are informed of your safety as events happen in your region.

- **Assumption of Risk:**
  - Read through and check each “box.”
Still more Post-Acceptance Documents

- Conditions of Participation:
  ◦ Students must carry a comprehensive health insurance policy
  ◦ Ability to enroll in Global Medical Insurance Policy
  ◦ Contact Trace Coats in Office of Global Education with questions
- Financial Responsibility:
  ◦ Review fees paid
  ◦ Understand how you are billed
- Medical Self Evaluation:
  ◦ Arrange an appt. with Student Health Center: Travax
  ◦ Check your personal medical health insurance for global coverage
  ◦ Complete medical form
Post-Acceptance Documents . . . continued

- **Off-Campus Registration Online Process:**
  Step 1: During advising week you must meet with your academic advisor to acquire your registration PIN.
  Step 2: You will register for courses during your assigned registration time.
  Step 3: Enter your appropriate CRN registration number (50515 Spring Semester Abroad or 10528 Fall Semester Abroad)
  Step 4: In the section labeled number of credits, select the box and change the value from 1 credit to 4.
- **Additional Requirements:** Upload Program Provider’s Acceptance Letter and confirmation of completion of three other forms.
Finally . . .

- Submit required post-acceptance materials:
  - Remember to click “Save” button after completing all the post-acceptance sections.
- Additional Documents Section:
  - You do not need to add anything.
  - We will add your Final Course Verification Form and other documents in this section.
Now, the TOC . . . the transfer of credit form . . .
Transfer of Credit Form for Bucknell University Approved Off-campus Programs

*MUST be completed in Blue or Black INK* and submitted to the Office of Global & Off-campus Education in Botany Building, Lower Level.

**BU ID #: **

**Name: **

**Major(s): **

**Class Year: **

**Semester/Year Off-Campus:**

**Off-Campus Program:**

A Full Course Load for this Program = ____________ credits/semester hours/units which must equal 15-18 Bucknell University credits.

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<thead>
<tr>
<th></th>
<th>Program Credits</th>
<th>Course title and number (As listed in your off-campus/study abroad program course list.)</th>
<th>Previously Approved? Y or N (As found on the Previously Approved Course List.)</th>
<th>Bucknell Course Equivalent (As designated by academic advisor or chair of department.)</th>
<th>If NO, department chair signature required</th>
<th>If filling major requirement, appropriate signature required and specific requirement fulfilled must be listed (see directions on back)</th>
<th>If filling core curriculum (CCC) requirement, signature required and specific requirement fulfilled must be listed (see directions on back)</th>
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**Adviser Signature (major 1):** ____________________________ **Date: ** ____________________________ **Adviser Signature (major 2):** ____________________________ **Date: ** ____________________________

**Student Signature:** ____________________________ **Date: ** ____________________________ **Email:** ____________________________ **OGDE Approval:** ____________________________
**INSTRUCTIONS**

**BEFORE you Begin:**

1. For each semester that you will be off-campus, a copy of this form must be completed in BLUE or BLACK INK and submitted to the Office of Global & Off-campus Education, Botany Building, Lower Level, within 2 weeks of receipt of your approval email. Contact your Global Education Advisor before the deadline if you have questions.

2. If your program will be taught in English in a non-English speaking country, you must take a semester-long course in the host language at the appropriate level.

3. **You must take the equivalent of a Bucknell University full course load, 15-18 credits.** See your program website for course equivalents.

4. You must earn a grade of C or better in order to receive credit for any course taken while off-campus. Pass/Fail courses are NOT permitted. The grades are not factored into your GPA; but are designated OCST transfer credits on your transcript.

5. At the conclusion of your program, request an official transcript to be sent to:

   Registrar’s Office, Bucknell University, 1 Dent Drive, Marts Hall, Lewisburg, PA 17837 USA

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**Step 1:** Determine your program’s full course load by checking the program’s website for course credit equivalents to equal a Bucknell University full course load of 15-18 credits.

**Step 2:** Choose the courses that WILL fulfill an equivalent full course load to Bucknell (15-18 credits), + 3 alternates from the program’s website and complete COLUMNS 2 and 3. Place an asterisk next to each of your top course choices. You should asterisk the same number of courses required for a full course load in your program. In COLUMN 3, make sure to list the department, course title, AND course number, as it appears in your off-campus/study abroad program list.

**Step 3:** Check the “Previously Approved Course List” through the link on the Post Acceptance document listing on your on-line Bucknell application. If the course is listed, proceed to “If YES” instructions. If it is not listed, proceed to “If NO” instructions.

   **If YES:** Put a “Y” in COLUMNS 4, write the department and course number in COLUMN 5, and proceed to Step 4.

   **If NO:** Put an “N” in COLUMN 4. Print out a syllabus of the course and go to the chair of the department in which the course is listed in order to receive approval to take the course. The chair of the specific department should sign in COLUMN 5 and list the Bucknell Course Equivalent in COLUMN 5.

**Step 4:** Do you want this course to count toward a requirement for your major? If you do, go to your academic advisor for approval. Your advisor must sign in COLUMN 7 and list the requirement that will be filled. **In some cases your advisor may direct you to the chair of the department for approval.**

**Step 5:** **Do you want this course to count toward a general Bucknell requirement (CCC)?** If you do, you must get approval from Heidi Lorimor (hlm033@bucknell.edu) and she must specify which CCC requirement is being fulfilled. Please refer to the CCC policy regarding study abroad credits which can be found through the link on the Post-Acceptance document listing.

**Step 6:** Complete all information at top and bottom of form.

**Step 7:** Make sure the form is signed by you AND your academic advisor. If you have multiple majors, you must have the TOC signed by all advisors.
Underload/Overload

- Permission to Underload
  - Requires an email to a Dean explaining why you want to underload, affirming that you have spoken to your academic adviser, and pointing out how you will make up for the underload and graduate in 8 semesters.
  - Copy your Global Education Advisor on the email.

- Request to Overload
  - Requires an email to a Dean explaining why you want to underload, affirming that you have spoken to your academic adviser, and pointing out how you will make up for the underload and graduate in 8 semesters.
  - Copy your Global Education Advisor on the email.
YOUR Financial Responsibility

- **Financing Off-Campus/Study Abroad Costs:** All students who are studying off-campus/abroad will be responsible for paying the cost of Bucknell tuition during their off-campus study, regardless of their chosen program or education abroad partner. In addition to the tuition costs associated with the program, students will be responsible for paying all other non-tuition fees, such as: room, meals, application and deposit fees, visa, passport, transportation, books, and all other miscellaneous costs.

- Due to travel and currency differentials, additional costs for off-campus study vary based upon the chosen program and location. In order to assist students and families in determining the affordability of off-campus study, please visit: [http://www.bucknell.edu/info-about-attending-bucknell/academics-at-bucknell/global-and-off-campus-education/finance-and-billing.html](http://www.bucknell.edu/info-about-attending-bucknell/academics-at-bucknell/global-and-off-campus-education/finance-and-billing.html), for finance and billing details.
In general, students who are currently eligible for Financial Aid, will continue to maintain their aid package while studying off-campus in Bucknell approved programs. However, students who are currently participating in work study will not be eligible to participate in this program while studying off-campus. To discuss details of your Financial Aid package, and how this might impact your decision to study off-campus, please contact the Office of Financial Aid at: finaid@bucknell.edu or 570-577-1331.
One final video . . .

The University of Texas at Austin: The Culture of Safety

https://www.youtube.com/watch?v=P-jVVX7bOZQ&feature=youtu.be
In addition to this workshop, YOU will need to:

- Contact your education abroad partner program about courses, visas, and living arrangements.
- Do your own research on traveling in your host country and/or region.
- Do your own research on your specific country/host culture.
- Research what to take with you.
- Attend your program provider in-country orientation.

**Contact Global Ed if you have further questions about preparation for your study abroad experience.**
HAPPY TRAVELS!
How to stay involved when you return . . .

- Global Education Returnee Series
  - Welcome Back Dinner
  - Navigating Reentry
  - Bringing Home Your Experience
  - Translating Study Abroad into Job Search
  - Opportunities and Challenges in International Work

- Global Education Ambassador Program
Thank You! Merci! Danke! Gracias! Mo!

Global Education
globaled@bucknell.edu
Botany Building, Ground Floor
570-577-3796