

SO YOU WANT TO STUDY ABROAD...

Wonderful! We, your faculty and staff in the School of Business, Government and Economics, are very happy you've made this life-changing decision. Sometimes, figuring out which classes to take—and making sure that the ones you select fulfill requirements that move you toward graduation—can be tricky. This document is to help you through the process of selecting those classes in the most efficient and effective way. **Please read it in its entirety and follow the instructions given carefully.**

Start with some research. The [study abroad office](#) works with students to explore their options, select the best program for them, and begin the study abroad application process. Before you schedule an appointment with a study abroad advisor, read through the *types* of programs available to you, and explore some [specific programs on offer](#).

SBGE majors can study anywhere they would like but should note that two programs on the list are especially accessible to SBGE students. [ALBA](#) is a quarter-long partner program specifically designed to integrate with SBGE coursework, and the [Global Seminar in Nicaragua](#) (“Coffee Economics”) is a weeklong trip led by SBGE faculty every other December (in conjunction with an upper division Economics elective offered alternating Winter quarters).

Also note that students are not limited to the programs listed on the website—with a bit of legwork, you can go just about anywhere in the world—so long as you make sure your courses will transfer.

Make a plan. Once you select a country/program, start putting together a list of courses you might take. Courses at some institutions (including many at ALBA) have been preapproved for transfer and the fulfillment of certain SPU requirements. Others have not yet been evaluated for transfer equivalency. To learn whether courses have already been approved for transfer, check SPU's [Transfer Equivalency Guide](#) (below). ALBA courses transfer through the University of Portland, so look for them under Oregon schools. Make sure you select plenty of potential classes, and that they work with what you've taken so far—and have left to take.

Business Administration majors with a concentration in International Business must choose their coursework carefully: those students must complete 15 credits abroad, 10 of which must be business/economics related and 5 in anything they choose. However, courses may not “count” for credits in both the business core and as international business electives. In other words, International Business majors should not take any required business major courses while abroad but must select 15 credits to take in addition to the business major requirements.



[Study Abroad Office](#)



[Study Abroad Programs](#)



[Transfer Equiv Guide](#)

For classes that have *not* previously been accepted for transfer to SPU: gather as much information as you can—ideally syllabi, which are often available on University websites—and email what you’ve found to the appropriate faculty or staff member for their review (see sample email, below).

Email information about courses you’d like to take to fulfill University requirements (ie., Ways of Knowing and Common Curriculum credits) to your academic counselor. *Your academic counselor is listed on the top of the front page of your Banner Degree Check after “Advisors” and with “(UAC)” after their name.*

Email information about courses you’d like to take to fulfill major or minor requirements in SBGE to a faculty member who teaches the class, and cc your faculty advisor. *Find faculty who teach the course or subject you’re hoping to transfer in the [SPU Time Schedule](#) (QR code, below). Your faculty advisor is listed on the top of the front page of your Banner Degree Check after “Advisors” and with “(Primary)” after their name.*

Sample email:

To: appropriate teaching faculty member *or* academic counselor

Cc: faculty advisor

Re: Study Abroad Coursework

Dear faculty/counselor,

I am hoping to study abroad at [school] next [quarter] and am wondering if a course I’m considering fulfills the requirements for [SPU class number and name]. Will you please review the attached course description and syllabus and let my faculty advisor and I know whether you approve the substitution? Let me know if you have questions or need additional information.

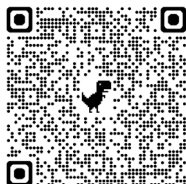
Thank you,

[name]

Read and complete the University’s [Application for Studying Away in the United States](#). (See QR code, below.) Once you’ve gotten approval to transfer the list of courses you’re hoping to take, forward the application (and faculty approvals you’ve obtained) to your faculty advisor, with a request that they complete their portion of the form and forward it to your academic counselor.

Follow the instructions on page 3 of the Application for Studying Away to get credit for your coursework.

Have a wonderful time!



[Application](#)



[Time Schedule](#)