



STUDY ABROAD GUIDE FOR ACADEMIC ADVISORS

✓ Key Points:

- **Students will earn UM, resident credit** for approved programs, therefore students can study abroad and **not get behind** in their degree programs provided they have completed the course approval process. Approved programs are any programs that are found on the Study Abroad website.
- **Students do not have to know a foreign language** to study abroad. In fact, most of our programs offer courses in English even if the university is in a non-English speaking country.
- **Students can apply their financial aid and scholarships** to their study abroad programs just like any term on campus. There are even additional scholarships available for study abroad programs, so the cost may be very similar to spending a semester at UM!
- **Many of our partners are well-known in particular fields.** Ask the Study Abroad Office for recommendations for your students or work with us to establish links with your department to encourage students to study abroad in their field.

Participating in a study abroad program benefits every aspect of a student's life, from academic and personal growth to future professional opportunities.

The experiences students have abroad help them create informed global perspectives that add to the internationalization of UM classrooms. Preparing students for a study abroad program requires several departments to work together so that students are ready to embark on their exciting journeys ahead, and the Study Abroad Office also needs the help of academic advisors to encourage students to pursue international education. The Study Abroad Office has provided the following guide for academic advisors to facilitate the process of preparing students who want to participate in a short-term, semester, or academic year program.

Responsibilities for Study Abroad Advisors

Study abroad advisors:

- **Listen to students' interests** concerning where and when they want to go abroad.
- **Define the types** of study abroad programs (see next page).
- **Introduce students to their options** in regions and/or countries of interest by guiding them through the "Programs" section of the Study Abroad Office's website.
- **Encourage students to research** their options more on their own via the website to make a final program selection.
- **Outline the application process**, academic requirements, and eligibility to study abroad, with a specific focus on the **Course Approval Form**. Students cannot get specific departmental credit for the courses they take abroad without the completed course approval form.
- **Explain costs and deadlines** associated with the program(s) of interest.
- **Express the importance of meeting** with their academic advisor and a financial aid advisor.

Tips for Academic Advisors

Here are a few tips to facilitate your academic advising session with students who want to go abroad:

- **One main role as an advisor** for a prospective study abroad student is to tell them which types of courses to take abroad and which courses fit within their degree program. For example, encouraging students to take electives and general education courses while abroad opens up more locations. Degree-specific and upper-level courses are available to students, but the locations of study may be more limited due to the course selection.
- **Inform students if there are any courses** pertaining to their major or minor that they must take at UM and are not eligible to take abroad.
- **Find out if the student has already met** with a study abroad advisor. If not, encourage them to come see us so that we can help with program selection and the application process. It is imperative for students to meet with us before they go abroad, ideally before the application deadline (second week of March and October, generally).
- **Ask students to bring you a list of courses** they are interested in taking abroad. This will help you to determine if they are staying on track for graduation. The courses can be found on our exchange partner's or affiliate's websites.
- **Remind students that in order to get credit** for the courses they take abroad, it is their responsibility to complete the Course Approval Form by getting the courses approved by the appropriate departments. They should turn in the form to the Study Abroad Office once it has all of the necessary signatures.
- **Studying abroad should be encouraged!** Even if students choose to take classes that do not count toward their degrees, they will still earn UM credit. They may want to take a marine biology course in Australia as a Legal Studies major just because they enjoy the topic.
- **Remind students that while most likely they will be able to take the courses they want**, there is no guarantee for course placement until they arrive at their destination.
- **Remember that transcripts from the partner/affiliate institution may take up to 90 days** to arrive. Professors in other countries often have months to grade and submit final grades.

Types of Study Abroad Programs

Knowing the types of programs offered by the Study Abroad Office can help you in advising students when to go abroad based on their degree plan. More information about these programs can be found on our website, listed below:

Faculty-Directed Programs

- **Generally 2 – 4 weeks** during summer or winter sessions; spring break courses are generally 1 week and are accompanied by contact hours before and after the travel portion.
- **Faculty member assesses coursework** and serves as resident director with additional responsibilities of supervisor, disciplinarian, problem-solver, etc.

Exchange Programs

- **Students receive tuition waivers** at the exchange partner, paying the more affordable UM tuition directly to UM through their Bursar Account.
- **Partners often offer home stays**, host institution mentors, and roommates.
- **Student support is shared** by the Study Abroad Office and the international office at the exchange partner.

Affiliate Programs

- **Affiliate programs are offered** by the Study Abroad Office and facilitated by an affiliate organization (ISA, CEA, SAI, etc.).
- **Many affiliate programs integrate language pledges**, host institution roommates, and home stays. They also offer tours and excursions, which are usually included in the price.

Thank you for your time and effort in helping us prepare students for their programs abroad. Please do not hesitate to contact the Study Abroad Office for any questions or concerns you may have!

Study Abroad Office

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