Education Abroad Request Process for Academic Advisors (Faculty-Led Programs ONLY)

Students will send their Academic Advisor an email request ([Template provided within application](#)) in order to complete the Academic Advisor Documentation portion of their education abroad application.
Step 1: Determine if the Study Abroad Advising Request requires an [Academic Advising Appointment/Drop-In](#) or if it can be [completed by email](#).

Step 2: In Archivum, create a header titled "Study Abroad Advising." Under this header, document your advising regarding the Faculty-Led program course(s) proposed using one of the two standardized statements below:
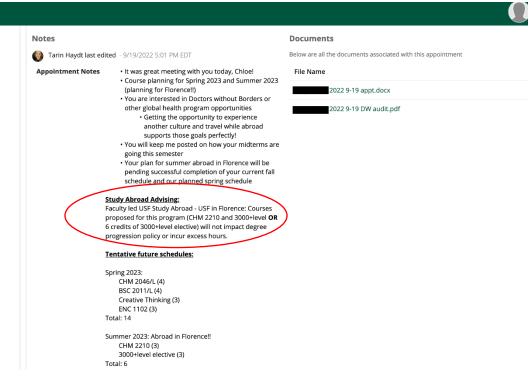
<u>Study Abroad Advising</u>

- **Option 1:** Faculty-Led USF Education Abroad (INSERT PROGRAM NAME): Courses proposed for this program (INSERT COURSES HERE) will not impact the degree progression policy or incur excess hours.*
    - *If student must take and pass particular courses during the program or in semesters leading up to this program in order to avoid violating degree progression or incur excess hours, please explain this after the first option above.

- **Option 2:** Faculty-Led USF Education Abroad (INSERT PROGRAM NAME): Courses proposed for this program (INSERT COURSES HERE) **WILL** violate the degree progression policy or incur excess hours.

Step 3: Once the Archivum Note has been completed, respond to the student notifying them that they may review their advising note and upload a screenshot of their note to their application (this step is not necessary if student is meeting request by Advising Appointment or Drop-In). Students are then required to take a screenshot themselves to provide as an upload to their application. [An optional template for Academic Advisor use is provided below](#).

Visual examples of how to complete as an Advising Appointment Note and a note outside of an advising session or drop-in are shown below or click the hyperlinks included above.

Advising Appointment notes Example:

Notes

👤 Tarin Haydt last edited - 9/19/2022 5:01 PM EDT

Appointment Notes
- It was great meeting with you today, Chloe!
- Course planning for Spring 2023 and Summer 2023 (planning for Florence!!)
- You are interested in Doctors without Borders or other global health program opportunities
  - Getting the opportunity to experience another culture and travel while abroad supports those goals perfectly!
- You will keep me posted on how your midterms are going this semester
- Your plan for summer abroad in Florence will be pending successful completion of your current fall schedule and our planned spring schedule

Study Abroad Advising:
Faculty led USF Study Abroad - USF in Florence: Courses proposed for this program (CHM 2210 and 3000+level **OR** 6 credits of 3000+level elective) will not impact degree progression policy or incur excess hours.

Tentative future schedules:

Spring 2023:
- CHM 2046/L (4)
- BSC 2011/L (4)
- Creative Thinking (3)
- ENC 1102 (3)

Total: 14

Summer 2023: Abroad in Florence!!
- CHM 2210 (3)
- 3000+level elective (3)

Total: 6

Documents

Below are all the documents associated with this appointment

File Name

2022 9-19 appt.docx

2022 9-19 DW audit.pdf

Create a Note Function (outside of Advising Appointment/Drop-In)

If completing this request via email request rather than an Academic Advising Appointment or Drop-In Advising, use "create a note" as circled below to enter note. Please title the note "Study Abroad Request." Ensure the **"Student-Facing" option is selected** as shown below so the student can review your note and upload their own screenshot to their education abroad application.

Student View

Screenshot for upload should include the information shown below including you Name, U number, Advisor name, time stamp, and note from the Academic Advisor indicating "Study Abroad Advising."

Email Template from Student

Subject: Ed Abroad Academic Advising Request

Hello,

I am emailing to request Academic Advising Documentation regarding my upcoming Education Abroad program. Please use the information below to indicate in my Archivum advising notes whether the courses of interest would cause me to delay graduation or incur excess hours. If I am required to schedule an advising appointment in order to receive this documentation, please let me know.

• Full Name:
• U number:
• Ed Abroad Program:
• Semester/Summer:
• Course(s) of interest (If applicable, include alternative course options):
• Minimum credit enrollment requirement for this program (See electronic brochure for minimum requirement):

Based on the information provided above, please provide one of the statements below in my Archivum notes. See example below:

>   **Option 1:** Faculty lead USF Study Abroad (INSERT PROGRAM NAME): Courses proposed for this program (INSERT COURSES HERE) will not impact degree progression policy or incur excess hours.*
>
>   **Option 2:** Faculty lead USF Study Abroad (INSERT PROGRAM NAME): Courses proposed for this program (INSERT COURSES HERE) **WILL** violate degree progression policy or incur excess hours.
>
>   *If I must take and pass particular courses during the program or in semesters leading up to this program in order to avoid violating degree progression or incur excess hours, please explain this after the first option above.

Once the advising note has been completed in Archivum, please let me know! Thank you for your time in supporting me to pursue an Education Abroad Program.

Sincerely,

Full Name- U number

Optional Template for Use by Academic Advisors for Completion of Request

Hi _____,

Upon review of your request, I have provided a note in your Archivum account for your review. (Any additional notes Academic Advisor would like to include). Please take a screenshot of the note provided to complete the Academic Advising Documentation portion of your application.