Adding and Finalizing Courses in Study Abroad Courses

ADDING COURSES

1. You can access your study abroad courses selections by going into your original application submission on MyNEU, or

1.2 Access MyNEU and click the "Self Service" tab. Scroll down to the "Experiential Learning/Co-op" section and click "Global Experiences/Study Abroad Courses Selections.

2. Add your courses to your selections by clicking "Add" and finding your course in the menu which pops up.

Northeastern University
Global Experience Office - Course Approvals
Lukas Banys

Coordinator: Nora Salmon (n.salmon@northeastern.edu)

Home

GEO Program	Australia, Sydney: University of Sydney	
Term	Fall 2017 Semester	
Study Abroad Start Date	Jul 21, 2017	
Study Abroad End Date	Nov 25, 2017	

Active Courses

Submit for Advisor Feedback

Note: Pending courses are not submittable for advisor review.

Action	#	Transfer Course	NU Course	Status	Core	Student Notes
Add	1					
Add	2					
Add	3					

⊕ Add Additional Course   ✎ : Edit   ⊗ : Remove   🗑 : Delete

Draft :	Status assigned after student creates selection but has not submitted to his/her advisor.
Submitted to Advisor :	Status assigned when student submits record to advisor.
Advisor Reviewed :	Status assigned when advisor acts on student submitted course selection.
Submitted to DMSB :	Certain DMSB course equivalencies require review for non DMSB students. A member of the DMSB advising team reviews these records after the student submits the record and before the student's primary advisor accesses the record.
Final :	Status assigned after student submits for final indicating this is a course s/he is officially enrolled in and expects to earn credit for.

Note: This course selection process is for academic planning with advising staff at Northeastern University and is completely unrelated to the official registration at your study abroad institution. Identification or selection of courses here does not guarantee the course offering or your placement in the course at your study abroad institution.

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GEO Program
Term
Study Abroad Start Date
Study Abroad End Date

Select Course   ⊗

Institution	University of Sydney
Abroad Department	-Select Department-
Course	-Select Course-

Save   Close

First Next Last (Page # 1 of 40)

Select	Transfer Course	NU Course	Core
☐	ACCT 1003 - Financial Accounting Concepts	NO TRANSFE	
☐	ACCT 1006 - ACCT1006 - ACCOUNTING AND FINANCIAL MANAGEMENT	NO TRANSFE	
☐	ACCT 2012 - Management Accounting A	NO TRANSFE	
☐	ACCT 3014 - Auditing and Assurance	NO TRANSFE	
☐	ACCT 3032 - Current Issues in Management Accounting	MGMT3990	
☐	AERO 2703	ME5695	
☐	AERO 2705 - Space Engineering 1	ME3990	
☐	AERO 3260 - AERODYNAMICS 1	ME3990	
☐	AGCH 2003 - Rural Environmental Chemistry	CHEM2990	
☐	AGEC 2102 - AGRIBUSINESS MARKETING	MKTG2990	
☐	AGEC 2103 - Production Economics	ECON2990	
☐	AMME 1362	ME2340	NU Core Writing Intsv in Majr
☐	AMME 2000	ME4508	
☐	AMME 2200	ME2380	
☐	AMME 2261 - Fluid	ME3475	

Active Courses

Action	#	Transfer Co...
Add	1	
Add	2	
Add	3	

⊕ Add Additional Course

not submittable for advisor review.

Edit   ⊗ : Remove   🗑 : Delete

Draft : Status assigned
Submitted to Advisor : Status assigned
Advisor Reviewed : Status assigned
Submitted to DMSB Certain DMSB ... these records after the student submits the rec...
Final : Status assigned ... credit for.

Note: This course selection proc... abroad institution. Identifica...

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3. Tick the boxes for the classes you would like to take. If you don't see your course in the list, please send course information such as a complete syllabus through the Study Abroad Course Evaluation Form. If you know the course has already been evaluated but does not appear on the list, please contact studyabroadcourses@northeastern.edu.

4. You need to take enough courses to be considered enrolled for a full-time credit load at your institution. Make sure you add and have you advisor review at least double this amount in case courses fill up, schedule conflicts arise, or any other problems that may prevent your enrollment in your first-choice courses.

5. Once you choose all of your courses, you need to have them reviewed by your academic advisor, who will provide feedback on if these courses will be a good match for your academic track. Make sure that all of your courses are in the "Active Courses" section and then click the "Submit for Advisor Feedback" button. Your Academic Advisor will be notified via email to review your courses.

FINALIZING COURSES

It is important that you finalize your courses in your study abroad course selections to facilitate the processing of your transcript. Ensuring that all of your courses taken abroad are selected, reviewed by your Academic Advisor, and finalized ensures that we have everything we need to process your transcript without any problems. Follow these steps to finalize your courses once you are enrolled in all of your courses while abroad:

1. Access MyNEU and click the "Self Service" tab. Scroll down to the "Experiential Learning/Co-op" section and click "Global Experiences/Study Abroad Courses Selections."

2. You should see all of your active courses that have been reviewed by your advisor. Check the boxes for the courses you are enrolled in, and click "Submit for Final" button.

3. If you are enrolled in another course that you have not submitted through study abroad courses selections, please submit it to be evaluated through the [Study Abroad Course Evaluation Form](#).