## 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

Northeastern University Global Experience Office - Course Approvals					
ıkas Banys					
Active Applications					
GEO Program	Term				
Australia, Sydney: University of Sydney	Fall 2017 Semester				

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.

Experiential Learning/Co-op	
Co-op/Appointment Calendar	Co-op/Contacts
Co-op/Explore Co-op	Co-op/FAQ
Co-op/NUCareers	Co-op/NUcareers Help
Global Experiences/Apply to Study Abroad	Global Experiences/Dialogue of Civilizations
Global Experiences/Getting Started	Global Experiences/Global Experience Contacts
Global Experiences/Global Experience FAQ	Global Experiences/International Co-op
Global Experiences/International Service-Learning	Global Experiences/International Study
Global Experiences/Study Abroad Course Selection	Service Learning and Student Research/Service Learning
Service Learning and Student Research/Student Research	Tools/Co-op Connections
Tools/Housing Share	Tools/Ride Share

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

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kas Banys			Coordinator: Nora Salmon (	n.salmon@northeastern.edu)
		Home		
GEO Program	Australia Sydney: Unive	reity of Sydney		
Term	Fall 2017 Semester	isity of Sydney		
Study Abroad Start				
Date	Jul 21, 2017			
tudy Abroad End Date	Nov 25, 2017			
Active Courses				
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			Note: Pending courses are no	t submittable for advisor review.
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Advisor Status assigned Advisor :	when student submits record	i to advisor.		
Reviewed Status assigned	I when advisor acts on studen	t submitted course selection.		
DMSB submits the rec	ourse equivalencies require re ord and before the student's p	eview for non DMSB students. A me primary advisor accesses the record	mber of the DMSB advising team reviews to I.	hese records after the student
Final : Status assigned	after student submits for fina	al indicating this is a course s/he is	officially enrolled in and expects to earn cre	edit for.
abroad institution. Identifica	tion or selection of courses ne	ere does not guarantee the course of	prering or your placement in the course at i	your study abroad institution.
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 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 <u>Study</u> <u>Abroad Course Evaluation Form</u>. If you know the course has already been evaluated but does not appear on the list, please contact <u>studyabroadcourses@northeastern.edu</u>.

- 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.

Su	icces	s:					
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## **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.

Experiential Learning/Co-op	
Co-op/Appointment Calendar	Co-op/Contacts
Co-op/Explore Co-op	Co-op/FAQ
Co-op/NUCareers	Co-op/NUcareers Help
Global Experiences/Apply to Study Abroad	Global Experiences/Dialogue of Civilizations
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Global Experiences/International Service-Learning	Global Experiences/International Study
Global Experiences/Study Abroad Course Selection	Service Learning and Student Research/Service Learning
Service Learning and Student Research/Student Research	Tools/Co-op Connections
Tools/Housing Share	Tools/Ride Share

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.

Active Courses					
	Submit for Adv Note: 1. Pending 2. If any o	<b>isor Feedbac</b> g courses are no of your schedule	k Subritta	n <b>it for Fin</b> ble for advi please notif	ial sor review. fy your coordinator & advisor.
Action Final #	Transfer Course	<b>NU Course</b>	Status	Core	Student Notes
	BUSI 0095 - Creativity and Business Innovation	BUSN2990 - Elective	Draft		Add Notes
2 X	BUSI 2811 - Negotiation and Conflict Resolution	MGMT3302 - Negotiating in Business	Draft		Add Notes
✓ 3	BUSI 0038 / MKTG 3525 - BUSI0038 Services Marketing / MKTG3525 Services Marketing	PENDING	Draft		Add Notes
Add Additiona	I Course			🗷 : Edit	🗙 : Remove  📋 : Delete

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 <u>Study Abroad Course</u> <u>Evaluation Form</u>.