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

   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.
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.

Active Courses

- Submit for Advisor Feedback
- Submit for Final

Note: 1. Pending courses are not submittable for advisor review.
2. If any of your schedule changes, please notify your coordinator & advisor.

<table>
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<tr>
<th>Action</th>
<th>Final</th>
<th>#</th>
<th>Transfer Course</th>
<th>NU Course</th>
<th>Status</th>
<th>Core</th>
<th>Student Notes</th>
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<td>1</td>
<td>BUSI 0095 - Creativity and Business Innovation</td>
<td>BUSN2990 - Elective</td>
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<td>BUSI 2811 - Negotiation and Conflict Resolution</td>
<td>MGMT3302 - Negotiating in Business</td>
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<td>3</td>
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<td>Draft</td>
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</table>
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.