



Hello, Study Abroad Students!



What to do before you leave...

1. Registration

- You will be registered for 12 credits (SA 476-01) so you are at full-time status, which allows you to receive your financial aid and be billed properly. When we receive the official transcripts, we'll post the actual credits earned and these credits will come in as upper-division credit with grades earned.
- If there are more than 18 credits, an overload fee may be charged.
- Only the first 31 credits

2. Turn in a Major Declaration prior to going abroad

- Fill out & get appropriate advisor(s) signatures on the "Major Declaration Request" form at the Registrar's Office.
- Once Submitted, we will activate your program and you will have successfully declared your major.

3. Keep in touch!

- Use e-mail to ask questions at registrar@pacificu.edu
- Subscribe to Boxer Briefs or check it regularly
- E-mail your advisor with concerns about your Study Abroad courses to see if they will fill specific requisites for your program – it helps to know this up front. To approve courses to meet degree requirements, you may need to contact Department Chairs and forward any approvals to the Registrar's Office.
- Before you leave, make sure you are able to log into BoxerOnline so you have access to your personal information.
- We will communicate with you using your Pacific e-mail. If you plan to use a different e-mail address while you are away, be sure you have your Pacific e-mail forwarded to it.

4. Register for when you return to Pacific

- Use the web to see schedules, changes, and pre-requisites for your next term at Pacific.
- Registration information is listed under "Arts & Sciences Advising and Registration" on the Registrar's webpage.
- Online registration for Spring starts around late October and runs into November and Fall typically is in April.

- You will need to advise with your advisor and register online during your registration period.

5. Decide if you need someone to have access to your records

- If you need someone else to be able to access your educational records, you will need to submit a signed power of attorney form to the Registrar’s Office.

6. Will you be graduating shortly after you return?

- You will need to fill out an application for graduation via BoxerOnline by clicking on “Apply for Graduation”.
- Stay up to date with graduation events via the Pacific University website
- The application is due January 15 if you are graduating in May.

While abroad...

1. Request your Study Abroad transcript

- Don’t forget to request your transcript from your Study Abroad institution be sent to Pacific University before you leave. This is not always done automatically and may take a couple of months for Pacific to receive.

2. Bring back any documentation

- Keep copies of your syllabus, course descriptions, catalog, coursework, etc.

3. Changes?

- You must maintain full-time status while abroad (at least 12 semester hours). If you are unsure how credits convert to semester hours, check with Steve Prag to ensure that you have enough credits.
- You may still get transfer credit equivalencies approved via Pacific e-mail while you are abroad.
- If you got a course approved to transfer in to meet a degree requirement and then decide to take a different course, don’t assume this course will meet the requirement.
- Talk to International Programs about any program changes you wish to make.

If you have any questions, contact us

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