

# ACADEMICS

## EXCHANGE/DIRECT ENROLL INFORMATION

### COURSE LOAD WHILE ABROAD

Pitzer College has a variety of study abroad programs, some of which include the opportunity to be a student in a university abroad. If on a program where your academics are through a university, you must enroll in a full course load equivalent at your host institution/program to four courses at Pitzer. You must successfully complete the equivalent of a full semester leading to graduation. It is crucial that you pay attention to the credit awarded for your coursework, not the number of classes. **You may be taking as few as two classes or as many as eight or more classes to get the equivalent of four course credits at Pitzer.**

As soon as you register for courses at your host program, log in to your study abroad application portal and complete the requirement **Course Information Abroad**. Include the host-country credit you will receive for each course and the Pitzer equivalent. Label the language course(s) and the core course. It is your responsibility to verify the number of credits you will receive for your coursework abroad before the end of the registration or drop/add period abroad. Information regarding the full course load equivalent for your program, and whether the writing course is required, will be provided at your program specific orientation session at Pitzer. Review the information provided at your orientation or on your host university's website for details about academics at your host institution.



Included below are the Pitzer equivalencies for most programs – however, there are exceptions. Check with the study abroad office if you are unclear about what you should take abroad to receive the equivalent of 4 Pitzer courses.

1 semester unit	0.25 Pitzer courses
2 semester units	0.5 Pitzer courses
3 semester units	0.75 Pitzer courses
4 semester units	1.0 Pitzer courses
15 or 16 semester units	4.0 Pitzer courses

### LANGUAGE COURSE

**Students studying in a country where the primary language is not English are required to take a language course** unless they are enrolled in a class taught in the host country language. Students who have completed advanced level coursework in the host language are expected to take most of their courses in the host language.

### CORE COURSE

All students are required to take at least one class that provides in-depth background, preferably interdisciplinary, on the host country.

## INTERCULTURAL LEARNING: PORTFOLIO WRITING COURSE VIA SAKAI

Students on most exchanges and direct enroll university programs are **required** to take the *Intercultural Learning: Portfolio Writing (MLLC110)* via Sakai for 0.5 credits on a pass/no credit basis. This requirement depends upon your study abroad program. This course is designed to give students abroad an opportunity to use the unique qualities of composition to deepen and enrich their own understanding of their intercultural experience. Students on their second semester exchange or direct enroll program in a different location have the option of taking this course a second time. When you arrive at your program site, access Sakai at <http://sakai.claremont.edu>.

## PITZER-RUN PROGRAM MODEL

Pitzer College runs its own study abroad programs in Nepal, Ecuador, Costa Rica, Brazil, Southern Africa, Vietnam, and Italy. These programs are intense, and you will find your life busy and structured for much of the time you are on the program. A large amount of your time is occupied by study trips, site visits, spending time with your host family, and in the classroom by the language and core course components of the program. This structure is very important for you to understand and accept. The structure of these programs builds community and allows students to do a deep dive in the regions of the programs.

For students on a Pitzer program, rather than thinking about the program as separate courses or classes (which is how it shows up on the transcript), we want you to see the program as it really is: a connected whole where each part of the program is related to and dependent on every other part of the program, and where all these components work together to create a particular kind of interconnected learning experience. For most Pitzer programs the components are typically comprised of the host family stay, study trips, language classes, the core class, independent study, and service-learning or internships. The components combined are equal to 4-5 full-time classes for the semester programs and 2 full-time classes on the summer programs. Review the **Pitzer Program Structure** booklet and your program specific handbook for more details about academics on your program.

## ACADEMIC SUPPORT

Discuss with Academic Support Services at Pitzer and through your program any academic accommodations, support, or resources you may need. Different countries, schools and programs have distinct academic rigor and standards. Meet with Pitzer's academic coach to discuss strategies for navigating coursework abroad. It may be helpful to schedule email check-ins for support throughout your time abroad. Before you go, research your program's ability to meet your academic accommodations and understand how that will affect your academic journey. Know that the classroom setting as well as the physical environment (noise level, crowded rooms) will be different compared to Pitzer. Also be aware that cultural differences and attitudes may impact how others in your host country view your learning differences.

## ONLINE ACADEMIC MODULES

### CULTURE LEARNING WORKSHOP

All students will need to complete the virtual *What's Up With Culture* module. Log in to your study abroad portal to complete the online *What's Up With Culture: Online Culture Learning Workshop* (time requirement - approximately 3-5 hours) prior to your departure for study abroad. Instructions for the online version of the Culture Learning Workshop:

You are expected to work through Module 1 – from Section 1.1 through Section 1.7 of the on-line workshop at <http://www2.pacific.edu/sis/culture/>. You will get the most out of this workshop if you complete each of the exercises and read the explanations for your answers. Reading the Cultural Encounter and Critical Incident sections that are sprinkled throughout will provide additional insights. While there may not be an example from the country where you will study, you should be able to extract the concepts needed to develop useful skills for understanding your host culture. Once you have completed the full Module, please respond thoughtfully to the four essay questions and submit them through your study abroad portal.

## EVALUATION OF YOUR ACADEMIC WORK AND RECEIVING CREDIT

- Grades for **Pitzer-Run Programs** will be recorded on a Pitzer College transcript and included in the Pitzer GPA. Grades from **Exchange and Direct-Enroll Programs** will appear on the Pitzer College transcript but are not calculated in the cumulative GPA.
- **Students must take all courses (except MLLC 110) for a letter grade, not pass/no credit.** If you believe a course is only offered pass/no credit, check with our office before enrolling.
- Students who wish to receive credit towards a major for a particular course should consult their academic adviser for guidelines. At Pitzer College, the field group decides which courses may count towards a major or minor. The Registrar in conjunction with various field groups decides which courses may count towards general graduation requirements. Some field groups or departments may require the syllabus, coursework, texts, or other program materials to decide. Remember the credit per class abroad varies and will affect the credit for any graduation requirement. Check with your field group before you go.
- **Exchange and Direct-Enroll Program participants** should arrange with their host institution for an official transcript to be sent to Pitzer College (a signature may be required to release a transcript to a third party). Make sure your student account is paid in full before you leave so the institution does not put a financial hold on your transcript. **Transcripts should be sent to the Office of Study Abroad and International Programs, Pitzer College, Box A-109, 1050 N. Mills, Claremont, CA 91711.** You may receive your own copy of your transcript; but we cannot accept a transcript directly from you as official if the seal on the envelope has been broken. We will accept a transcript sent to [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu) directly from an official at the college or university via an official college or university email account.
- If you have a dispute over your grades, please contact the program for information on correcting or contesting your grade. Pitzer cannot change a grade on an official transcript.
- Program directors for the Pitzer-run programs will forward student grades to the Office of Study Abroad & International Programs at Pitzer.
- You **are required to complete Pitzer's program evaluation** before your study abroad grades will be forwarded to the Office of the Registrar for posting to your Pitzer College transcript.

## REGISTRATION FOR NEXT SEMESTER'S COURSES

Pre-registration at Pitzer College will occur on campus in late April for fall, and in late November for spring. Planning will do much to alleviate the anxiety you often experience about pre-registration. Before you leave campus, it is advisable to:

- Declare your major with the proper forms in the Registrar's office. If you are a Pitzer student who will be a junior while you are abroad, you must submit your major declaration form to the Registrar's Office before you leave. If you do not, you will not be able to register for the next semester.
- Talk to your adviser to have a clear idea of the type of courses that you will need to take upon your return.
- Take contact information for anyone you may need to consult with regarding courses and general requirements.
- Ask a friend who is staying on campus to collect the necessary forms and signatures on your behalf for any courses that require special permission. Provide a signed document stating that your friend is acting as your proxy (most professors probably would not require something this formal, but it could not hurt).

For instructions and course schedules visit the Registration Information and Resources website page at <https://www.pitzer.edu/registrar/registration-information-resources/> You can either registrar through your campus portal on the registration day or email your registration to [regabroad@pitzer.edu](mailto:regabroad@pitzer.edu) PRIOR to your assigned registration day and time. Remember to account for different time zones.

If you need to send in your registration by email, please include the following:

**Subject line** - please put your name. Example: "Your Name - Fall or Spring 20XX Registration"

**Name**

**Student ID Number**

**Adviser**

**Major**

Course ID Number

Section Number

Course Title

Instructor

Day and Time

We encourage you to register online through your campus portal. However, if you register via email, please be assured that you will be registered with your class if the registrar's office receives your registration request prior to your registration time. Your registration will appear on your student portal the day after your registration date. Please allow 3 to 5 business days after your class registration date to receive an email confirmation of classes. If a class you have requested is full or has been cancelled, you will be notified. Email permission from an instructor to register in a full course will be accepted only from the instructor's Claremont Colleges email account.

Information for fall courses should be available around mid-April and around mid-November for spring courses, about two weeks before pre-registration. If you have junior class standing and have not yet declared a major, or if you owe money to the College, you will not be allowed to register for courses until you have taken care of these matters.