



# International Exchange Student Academic Essentials

**Study Abroad Office**  
Center for Global Education Services

Tempe Center, Suite 150 🌐 (480) 965-5965 🌐 <https://studyabroad.asu.edu>

# **BASIC PROGRAM INFORMATION**

## **STUDY ABROAD OFFICE (SAO) Staff**

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## **CGES Contact Info**

### **OFFICE LOCATION:**

The Center for Global Education Services is located in the Tempe Center, Suite 150 (on the southeast corner of Mill Avenue and University Drive, near Myrtle and 10<sup>th</sup> St). Visit [www.asu.edu/map](http://www.asu.edu/map) for an interactive or printable map.

- CGES office telephone number: 480-965-5965; Fax: 480-965-4026
- General e-mail address: [studyabroad@asu.edu](mailto:studyabroad@asu.edu)
- Exchange Student [website](#)
- ASU website: [www.asu.edu](http://www.asu.edu)

The 24-hour EMERGENCY ONLY telephone number for CGES is: 480-965-3456.

If you have a life-threatening emergency and you need the police or ambulance, please dial: **911**

# **IMMIGRATION REGULATORY ISSUES**

## **Your status in the U.S.**

- You are an Exchange Visitor (Student) in the United States of America and you hold a J-1 visa for the duration of your academic program.
- You cannot change your status during your program.
- You must leave the USA upon completion of your program.
- If you hold a multiple entry visa (“M”) and wish to travel out of the USA and come back before the expiration of your program, you must first report to SAO and have your DS-2019 document signed by one of our Visa/Immigration Advisors; failure to do so could cause major difficulties upon reentry to the USA.
- If you hold a single entry visa (“1”), you will not be able to reenter the USA if you leave during your J-1 visa period.
- By virtue of your Exchange Visitor (Student) status, you **MUST MAINTAIN FULL-TIME ENROLLMENT** in classes during the whole duration of your program. Failure to conform could result in termination from the program and deportation to your home country. See page 4 for full-time enrollment details.

## **Your status at ASU**

- You are an Exchange Student at Arizona State University (ASU) by virtue of a contractual agreement between your home university and ASU; you are subject to all rules and regulations set forth by ASU, whether academic, administrative or otherwise.
- You must abide by the clauses of the Statement of Understanding you have signed as part of your application to the ASU Exchange Program. A copy of the Statement of Understanding is included in your orientation packet.
- Your ASU account will have a hold titled “No Releasable Transcript”. This simply designates you as an exchange student in the ASU system and will not affect your ability to register for courses. We will issue a grade report to your home university after your term is over.

## **Exchange Student Contact Information**

- The Center for Global Education Services MUST have your current local address, telephone number and e-mail address at all times.
- You MUST report your local address and telephone number to the CGES within 10 days of your arrival on campus and update that information if you move residences.
- You should do this by updating your contact information on My ASU: <http://my.asu.edu/>
- Print a copy of your change of address/phone and bring it to the CGES or send it via e-mail to your coordinator.

- Please use your ASU E-mail account. This makes it much easier for us to contact you. You can link your ASU account to your permanent email account if you wish. If you have not done so already, you may activate your email account as soon as you receive your acceptance packet.

## **Student Identification Card**

- When admitted at ASU, you were assigned an ASU student identification number, commonly called “Affiliate ID”. Your number is indicated on the sticker on your maroon folder. Keep it private, except for official business.
- The ASU ID card, called a SUN CARD, is available at the Sun Card Office, located in the lower level of the Memorial Union (west side across from Sparky's Den). You will be asked to fill out a card with your name, ASU ID number, and classification (Student), and pay \$25 to receive your card. Be sure to bring a photo ID with you to confirm your identity. They accept cash, check, Visa, Mastercard, or you can have the charge posted to your University Student Account and a bill will be mailed.
- The Sun Card is necessary to use the ASU Student Recreation Center, to take out books from ASU libraries, to consult a physician at ASU Student Health, and any time you need to prove that you are a student at ASU. It can also be used as a debit card for your ASU Meal Plan, or as a long distance calling card.
- For more details on the uses of the Sun Card, please visit: <http://cfo.asu.edu/suncard>

## **ACADEMIC INFORMATION**

### **Course Levels**

All ASU courses are assigned a level. For example, MKT 300 is “Marketing, Level 300”. A description of levels follows:

100-299 (undergraduate, lower division): general studies, maximum instructor guidance, likely to have weekly tests or quizzes, comparable to last two years in European high schools, attendance is usually taken and counts toward final grade.

300-499 (undergraduate, upper division): specialized studies, some instructor guidance, likely to have two or more term papers, group projects, a mid-term exam and a final exam, comparable to first two years in European universities; attendance is often taken and could count toward grade.

500 (Graduate, Master’s Level): personal, very specialized, creative work, seminars.

600-700 (Graduate, Doctoral Level): personal, ultra-specialized, creative work, seminars.

### **Credits and Course-load**

All ASU courses are assigned a credit value. Credit value is based on a certain number of classroom contact hours. For details on how credit hours are established, please see the ASU General Catalog: <http://catalog.asu.edu/>

Many academic courses that are worth 3 credits meet for 3 hours a week. Courses can be worth a higher number of credits if they meet for more hours a week, or worth less if they meet for fewer hours.

**As an Exchange Student you must be registered for at least 12 credits for the duration of your program.** This is the minimum you can take for full-time enrollment. Your 12 credits can be in any combination of courses, but the most common way is for students to take 4 courses worth 3 credits.

CGES strongly suggests registering for at least 15 credits. This way, you can “drop” or “withdraw” from one course if you need to (see below for details).

If you are taking all graduate level courses (level 500) you must take a minimum of 9 (nine) 500-level credits. If you are taking a combination of graduate (level 500) and undergraduate (levels 100-499) you must take 12 credits. You may register for as many as 18 undergraduate credits.

## **Grades**

- You will receive a letter grade for each course that you take.
- Your grades will automatically be sent to your home university at the end of each semester
- If you have an unpaid balance on your ASU account, if you owe library books, or if you have not properly checked out of the ASU housing, your grades will not be sent to your home school until these things are taken care of.
- At the end of your program, your grades are deleted from ASU records and your account becomes inactive.
- Please note that students are not allowed to audit classes that count towards the required minimum amount of 12 ASU credits.
- Students are limited to one online class worth 3 credits per semester.
- If students are required to report their grades at their home university in percentages, it will be their responsibility to collect that data from their professors. The ASU Study Abroad Office has a special form to help with that process.
- Normally, the following percentages apply:

100%--90%	=	A
89%--80%	=	B
79%--70%	=	C
69%--60%	=	D
59% and below	=	E (failure)

## The grading system at ASU follows:

### Grades

Grade	Definition	Value
A+	—	4.33 <sup>1</sup>
A	Excellent	4.00
A-	—	3.67
B+	—	3.33
B	Good	3.00
B-	—	2.67
C+	—	2.33
C	Average	2.00
D	Passing	1.00
E	Failure	0.00
I	Incomplete	—
NR	No report	—
P	Pass	—
W	Withdrawal	—
X	Audit	—
Y	Satisfactory	—
Z	Course in progress <sup>2</sup>	—

<sup>1</sup> Although the scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00.

<sup>2</sup> This grade is usually given pending completion of courses.

When registering for classes, students must select “Standard Grading” as the assessment for each class. Standard Grading will be an option in a drop down menu. This will ensure students are adding the class properly in order to maintain good immigration status for your visa. You will receive a letter grade for most classes, unless the class is only assessed as pass/fail. In those rare cases, students will receive a “Y” grade. This signifies that a student has satisfactorily completed the class. Otherwise, students will receive a letter grade as outlined above. Students will be in violation of their immigration status if they receive an NR, X or P grade on any class that contributes to the required minimum of 12 ASU credits.

# **ACADEMIC DEFINITIONS**

The following are ASU academic definitions which are particularly important for exchange students:

**Co-requisite.** A requirement to be met *while* taking one course, such as taking another particular course, is a co-requisite. See also “Prerequisite” in this section.

**Course Prefix.** A course prefix is a three-letter designation assigned to a group of courses.

**Credit Enrollment.** One semester hour represents a minimum of one 50-minute class exercise per week per semester. A minimum of 120 semester hours is required for graduation with a baccalaureate degree. To obtain credit, a student must be properly registered and pay fees for the course.

**Drop/Add.** Drop/add is a process in which a student who has registered for courses for a semester or summer session may drop or add courses through the first week of classes in a semester or the first two days of a summer session.

**GPA.** The ASU grade point average (GPA) is obtained by dividing the total number of ASU grade points earned by the number of ASU semester hours graded. Grade point averages are rounded to the nearest hundredth of a grade point.

**Grade Points.** For the purpose of computing the GPA, grade points are assigned to each of the grades for each semester hour as follows: “A,” four points; “B,” three points; “C,” two points; “D,” one point; and “E,” zero points.

**Incomplete.** A mark of “I” (incomplete) is given by the instructor when a student who is otherwise doing acceptable work is unable to complete a course.

**Prerequisite.** A requirement to be met *before* registering for one course, such as completing another particular course, is a prerequisite. See also “Co-requisite” in this section.

**Transcript.** An official transcript lists in chronological order all courses taken at ASU. It includes all grades received.

## **Important note regarding the academic calendar:**

Beginning with the spring 2012 semester, the ASU academic calendar will consist of three different blocks within each semester. The spring 2012 semester will have two concentrated 7.5 week blocks (spring A, spring B) and a 15-week block (spring C). Students can take classes in any combination of blocks totaling a minimum of 12 credit hours. The same configuration will be for fall semesters as well. If you have any questions, please contact your ASU International Coordinator.

Fall A: first 7.5-week session in fall semester

Fall B: second 7.5-week session in fall semester

Fall C: full fall semester (15 weeks)

Spring A: first 7.5-week session in spring semester

Spring B: second 7.5-week session in spring semester

Spring C: full spring semester (15 weeks)

To view the academic calendar, please visit <https://students.asu.edu/academic-calendar>

## **REGISTRATION FOR COURSES**

Once you have logged in to the My ASU system using the activation code in your acceptance letter, you can use the online registration system to register for classes. In order to register, you must have cleared your immunization requirement directly with the ASU student health office. Remember, you must submit proof of two shots, including the dates they were given, to meet this requirement.

*Exchange students should begin the course registration process as soon as the above tasks are completed and no later than two weeks before the semester start date since course seats fill up quickly. However, course registration will continue until the drop/add deadline (see the academic calendar).*

## **CHOOSING COURSES**

Many international students want to know which classes they can/should take. You are eligible to take any classes for which you have the pre-requisite knowledge (except you will need prior approval for classes in Nursing, Law, or Masters of Business Administration). You should check with your home school to find out what classes you need to take to get credit at your home institution or if you are free to take any courses you are interested in.

You will choose your courses from the Schedule of Classes, available online at: [www.asu.edu/schedule](http://www.asu.edu/schedule)

To **SEARCH** for classes, go to the above mentioned website.

In the “Term” box, choose the term that you will be enrolled in courses at ASU.

Choose “All classes” where it says “Search Type”. This will let you see all of the listings, even if the courses are closed.

Now you will choose a course prefix. Click on the word “**Subject**”. This will bring up a list of all the course subjects and the prefixes you can search by. Simply click on the one you want.

To choose the level of course you want to search for you can indicate the range (100-199, for example), “Lower division” for 100-299 level courses, “Upper division” for 300-499, “Undergrad” for all 100-499 level courses, “Graduate” for 500-699, etc. You may have to repeat this process a few times to find what you are looking for. Just keep playing with the search options. If you know the exact number of the course you want to choose, you can type in the number in the appropriate box.

For “Location” you can choose “Tempe” to see only courses offered at Tempe (Main) Campus, or “All campuses” which will show you classes at all four ASU campuses or online. Most students take all of their classes at Tempe Campus, but you may take classes at any campus.

We suggest you make a list of the courses you wish to take and choose at least 2 –3 alternative courses, in case you are unable to get into the ones you want. Please be flexible!

*Example:* You want to take a Marketing course called “Fundamentals of Finance”. Search for FIN 300. You can see what days and times the class is offered, the number of credits it is worth, what campus it is on and the building it is in, the instructor, and how many seats are left in the class.

You can also expand the search criteria by clicking “Advanced Search” where you can choose to search for classes by day and time offered, college, and more.

**PRE-REQUISITES:** Many upper division courses will have pre-requisites (see definition above). If a course has a pre-requisite, it will be noted in the course description. Click on the course name and it will tell you give you a more detailed description of the course, including any pre-requisites. Using our example, you can see that FIN 300 has a pre-requisite of ECN 212 and ECN 221. To get clearance for a course with a pre-requisite, you must contact the departmental advisor directly for that course. In the case of FIN 300, you will see the School of Business advisor. You can find a list of contact information for Academic Advisors for various departments at <https://students.asu.edu/advising/directory>. When you contact the advisor, explain that you are an incoming exchange student and either bring, or attach a copy of your transcripts from your home school. She/he will then determine if you have fulfilled the pre-requisites.

**FEES:** Some courses require that you pay an extra fee for that class. If there is a fee for a class, you are responsible for paying that fee. If a class has a special fee, it will be noted in the course description.

**OVERRIDES:** Some courses you want to register for will be full. If you still want to register for that class, and you meet all pre-requisites required, contact the instructor and explain that as an exchange student you are only here for one/two semesters, that this particular class is not offered in your home institution and that you will not accumulate credit at ASU.

Often, the instructor will tell you to come to the first day of class and then MAY grant you an “override” in the form of a paper form. This is special permission to join a class otherwise listed as “full” on the computer system. Present your “override” note to a Registrar’s office, along with your Override Authorization Form, which must be approved by the academic department offering the course. The Override Authorization Form is available at any Registrar’s office or online: <http://students.asu.edu/forms/registration>

## **COURSE RESTRICTIONS**

Exchange program participants are not allowed to enroll in courses in the College of Law (graduate-level), the College of Nursing and Health Innovation, the School of Architecture and Landscape Architecture and the Master of Business Administration program without prior approval. Students may enroll in College of Law (undergraduate-level) courses upon availability. Students are not allowed to enroll in Journalism courses with the prefix JMC. Seats are extremely limited in the School of Engineering, the School of Business, and the Department of Kinesiology.

## **COURSES OF SPECIAL INTEREST TO INTERNATIONAL STUDENTS**

You do not have to take any of these courses, they are just suggestions for those of you who may be interested:

WAC 107	Introduction to Academic Writing for International Students (non-native speakers of English)
ENG 107	English for Foreign Students
ENG 108	English for Foreign Students, part two
ENG 114	English Grammar and Usage
MUS 347	Jazz in America
COM 263	Elements of Intercultural Communication
COM 463	Intercultural Communication, Theory and Research
PRM 380	Wilderness and Parks in America
DCE 194/294	Dance (e.g. ballet, jazz, tap, modern, ballroom, Latin, salsa, hip-hop, swing, raqs sharqi)
African American studies—Look under AFR, AFH, or AFS	
Chicana/o (Mexican American) Studies—Look under CCS, CSH, or CSS	
Native American Studies—Look under ARS, ASB, ENG, REL , AIS	

## **DEPARTMENTAL ACADEMIC ADVISORS**

If you need a pre-requisite cleared, you will need to contact an academic advisor in the relevant department. When you contact them, be sure to explain that you are an exchange student from one of ASU's partner universities and that you are only here for a semester or a year. Your transcript is not available in the ASU system, so you will need to send it to them or contact your CGES coordinator to have it faxed to the advisor. Keep in mind, if you plan to register for research or independent study, you will also need to speak to an advisor to arrange this!

To locate specific advisors for the department you plan to study in, please look online at the list of academic advisors: <http://uc.asu.edu/advising/directory/index.html>.

**NOTE:** All students planning to take classes in the W.P. Carey School of Business should contact Ms. Angie Abdelmonem, [angie.abdelmonem@asu.edu](mailto:angie.abdelmonem@asu.edu), BA 134, tel: 480-965-9740.

## **COURSE ADD/DROP**

After you have registered your 12-18 credits worth of courses, you may want to make changes to your schedule. You will do this during the period known as "Add/Drop". The dates for Add/Drop are listed on the academic calendar in your **ASU Study Abroad** account. If you want to stop taking a class after the end of the Add/Drop period, you must "*withdraw*" from the course (see below). You will not be able to "Add" classes after this time period. During the Add/Drop period, you can add and drop courses without penalty *as long as you are registered for at least 12 credits at all times*. You should always **add a new course before you drop the old one**. Please consult the Schedule of Classes for details on Add/Drop procedures and dates.

## **NOTES ON AMERICAN TEACHING STYLE**

- Classes are usually very structured, with frequent or weekly assignments, active supervision and verification (you are likely to be told every week which chapters to read and to be tested on the reading).
- You are strongly encouraged to identify yourself as an Exchange Student to your instructors at the beginning of the semester. This will help your professor remember to give you more specific instructions on items that may be unclear to non-local students.
- Participation/cooperation approach to education: be prepared to discuss in class and to work in groups. Classroom participation is often factored into your grade.
- It is not considered improper to discuss ideas with a professor, as long as it is done politely. Of course, you should not take up too much classroom time to discuss one single issue.
- ASU instructors are required to hold regular office hours, which is a time during which you can make an appointment with them to discuss concerns or seek assistance. Instructor's office hours will be given during the first class meeting and written on a "syllabus" (course schedule and description).
- American professors enjoy a curious and dynamic student who can present a hypothesis and support it. They do not judge the student on a personal level but only consider the student's ideas.
- It is considered very rude to be late to an appointment with an instructor or ASU staff; if unable to be on time please contact them.

## **WITHDRAWING FROM A COURSE**

**You may only withdraw from a course if you are still registered for at least 12 credits after withdrawing.**

If you wish to stop taking a class after the add/drop period has ended, you must officially *withdraw* from the course. You must fill out a Withdrawal Form, available from the registrar or downloadable from the registrar's website. You may also complete the process online through your ASU Interactive until mid-way through the semester. The exact date is listed in the academic calendar in your **ASU Study Abroad** account. After that you need to get approval from your professor. **You must officially withdraw from the course. If you simply stop attending the class, you will receive a failing grade on your transcript.**

**Important!!** With your immigration status, you must enroll in, attend, and receive a grade for at least 12 undergraduate or 9 graduate credit hours. If you stop attending a course, you may be involuntarily withdrawn from the class by the instructor. If this occurs, and you are then no longer enrolled in the minimum number of credits, you will be in violation of your immigration status and will be required to immediately leave the United States. You will not receive credit for the courses you have taken, you will not receive a refund of your housing costs, and you will be required to change your airline ticket at your own expense and return home. Don't let this happen!

## **WITHDRAWAL FROM THE EXCHANGE PROGRAM**

If for any reason you must withdraw from the ASU exchange program, you must complete the following procedure:

1. Write an official letter of withdrawal (signed and dated) addressed to your CGES Coordinator and submit it to CGES.
2. Obtain a Complete Withdrawal Form at a Registrar Location (or <http://students.asu.edu/forms/registration>). Depending on the date you withdraw, you may need to get the signatures of your professors as well. Process your Withdrawal Form at any Registrar Location and bring a copy to the CGES.
3. If you are staying in an ASU Residence Hall, obtain a confirmation of withdrawal letter from your CGES coordinator, and bring it to the housing office. They will check you out and process any relevant refund. Make sure you complete the proper procedures for checking out of the dormitory.
4. Once you have withdrawn from the Exchange Program, your J-1 student visa is terminated. **You must leave the United States within a few days of your withdrawal. You will NOT have a 30 day grace period to leave the country and you must depart immediately.**