



Study Abroad Checklist – Linfield Academics

Prior to Departure

Registration at Linfield

You will automatically be registered in a 12-credit placeholder course as long as you complete the following:

- Clear your student account
- Clear all holds

Course Approvals

If you wish your study abroad courses to fill specific requirements, you must get approval. Use the [Linfield Study Abroad Course Approval form](#). We recommend getting approval prior to departure. However, if this isn't possible for your program, please submit it as soon as it is possible. Depending on where you want the course to count, you will need the following approvals:

- LC requirements – Registrar's Office
- Major/Minor – appropriate Department Chair

Please bring completed form to the Registrar's Office in Melrose 030 or email to 1reg@linfield.edu

Major/Minor Declaration Form

Be sure to declare your major if you will complete your 45th credit before you depart (or while you are abroad). Students who have completed 45 credits and who have not yet declared a major will not be allowed to register for upcoming terms. [Major/Minor Declaration form](#) (note: you'll need to be logged into Etrieve: <https://etcentral.linfield.edu/> to access this form).

Application for Graduation

Applications are due by the end of the semester **one year prior to graduation**. However, if you will be abroad when your application is due, you must submit your application prior to departing the U.S. Applying is a two-step process:

- Submit the Application for Graduation on self-serve (can be done while abroad)
- Submit the Senior Grad etrieve form. This will be routed to your advisor, and all of your department chairs

Please note: If you are studying abroad in your final semester and the program ends after the degree date for that semester, your degree will be conferred at the next degree conferral date.

Information Release

If you would like to designate a person to have access to parts of your record or be able to request a copy of your transcript while you are abroad, you will need to fill out the Consent for Release of Info on self-service.

While you are Abroad

Course Load

You are required to take a normal semester's credit load while abroad (12 – 16 U.S. credits). Taking fewer than 12 credits can have a negative effect on your SAP (Satisfactory Academic Progress: includes financial aid and athletic eligibility, among others) and graduation timeline. Students are discouraged from taking an overload.

Grading Basis

All content/discipline-based courses must be taken on the basis of a letter grade (A-F). Paracurricular courses can be taken on a Satisfactory/Unsatisfactory basis.

Course Approvals

If you did not get courses reviewed before you departed the U.S., you should do it now by completing the [Linfield Study Abroad Course Approval form](#). While abroad, the process can be completed by emailing the completed form and the course syllabi as outlined below:

- LC requirements – submit to the [Registrar's Office](#)
- Major/Minor – submit to the appropriate Department Chair

Registering for your next semester at Linfield while abroad

Course schedule and registration information will be posted on self-service approximately two weeks prior to the start of registration. Registration begins in early November and mid-April. There are two ways to get registered for your next semester:

1. Register yourself (recommended)
 - a. Register online as you normally would, keeping in mind the time difference.
2. Ask the Registrar's Office register for you
 - a. Email the [Registrar's Office](#) with the following information:
 - i. Full name
 - ii. Student ID number
 - iii. RANKED list of class choices (as well as multiple alternates) including the department, course number, section number, instructor, and meeting days and times.
 - b. The Registrar's Office will register (or waitlist) you based on your ranked list and open classes until you have a full load of classes.
 - c. Make sure to check your schedule on self-service for the results.

Additional notes on registering for your next semester at Linfield

- Holds** – Your registration will NOT be processed if you have any holds that prevent registration.
- Advisor's Consent** – Advisor's consent is required to register. Submit the Request Approval for Registration Etrieve form and meet with your faculty advisor.
- Instructor Permission** – If you need instructor permission to take a class, please submit an [online Etrieve Add/Drop Form](#).
- Online Classes** – To register for one OCE class, please submit the [online Etrieve Add/Drop form](#) (and indicate that it is an OCE class). You will need to obtain faculty advisor approval.

After Returning to the U.S.

Grades

After your semester ends, it will take a while (often four to 10 weeks) before Linfield receives your transcript. Your grades will be posted when we receive your transcript. The Registrar's Office will email you when your grades have been posted to your record. For questions, contact the Registrar's Office at lreg@linfield.edu or stop by Melrose 030.

Course Approvals

If you have not yet gotten your courses reviewed for specific requirements, you can do it now by completing the [Linfield Study Abroad Course Approval Form](#) (remember to include course syllabi!). Depending on which requirements you'd like the course to satisfy, you will need the following approvals:

- LC requirements – Registrar's Office
- Major/Minor – appropriate Department Chair

Please bring completed form to the Registrar's Office in Melrose 030 or email to lreg@linfield.edu