**Student Task: How to Request a New Course Approval**

1. Log in to the Compass
2. Start an application for the study abroad program that is offering the study abroad course you want approved
3. Click on Step 3 Submit Courses for Approval or the My Coursework menu near the top of the page
4. Click on the My Study Abroad Courses tab
5. Click the dropdown menu next to Foreign Course and select “Other”
6. Complete the intake form with as much information as possible and click Submit. The course will display as Pending in your My Study Abroad Courses tab. Repeat this step for each course you would like to have approved.
7. It typically takes 3-4 weeks for a course approval decision to be made. Approval decisions will be updated on the My Study Abroad Courses tab as they become available.
8. There will be no email communication when a course is approved. Instead, both students and academic advisors will have access to the My Study Abroad Courses tab to check the status of each course approval.
Make an Appointment with a Study Abroad Advisor
POSTED ON: DEC 07, 2020 4:09 PM
Thinking about study abroad, but not sure where to start or ready to take the... Read More

Select a program to begin your application.
Application for Study Abroad (Pre-Acceptance)

1. Fill Out Application
   - Application Instructions
   - Student Data
   - Program Selection
   - Financial Aid & Scholarships
   - Acknowledgements & Agreements
   - Emergency Contact Information
   - Review & Save

2. Submit Your Application
   Please complete all parts of the application.
   Step to complete:
   - Fill Out Application

3. Course Approval
   Submit Courses For Approval

4. Complete Post-Trip Survey

Application Instructions

Welcome to the RIT study abroad application. It should take less than 30 minutes to complete. All fields in this RIT application are required. Please be sure to save your data on each page of the application by clicking on Save & Continue. Each page must be saved before you can submit the final application. Saving also allows you to log out and log back in to continue working on the application. Be sure to review your entire application and SUBMIT.

Affiliate Program
You have chosen to apply for an affiliate program. An affiliate is a university or organization that has a partnership with RIT. The credits you earn on this program are guaranteed to be accepted here at RIT and will be graded pass/fail, though it is up to you to work with your Academic Advisor to ensure that they count toward your degree program.

In addition to completing the RIT application, it is VERY important that you ALSO apply to the program of your choice directly through the affiliate. You can access the affiliate's application on their website.

Meet with Advisor
You are required to meet with a Study Abroad Advisor in order to participate in this program. In your meeting with our advisor, you will receive a checklist that details ALL of the required application steps to study abroad. This online Compass application is just ONE of several steps necessary. Choose an appointment date/time online or email global@rit.edu.

Applied Through Affiliate *
Have you already applied for this program through the affiliate?
- Yes
- No
Course Approval

After you have identified the courses you would like to take abroad, submit your course approval request here. From the dropdown box below, select “Other” and then enter the information for your first course. To submit further requests for course approval, return to this screen to fill out the information for each subsequent course.

- **Application**: Nicole Scott - DIS Summer - Furniture Design
- **Foreign Course**: Other...

Please select each course as your first choice or an alternate course choice.

- **First choice courses**: These are the course that you prefer to take above all other courses.
- **Alternate courses**: These are the courses you may have to take if your first choice courses are not available to take. For example, there is a time conflict, the class gets cancelled due to low enrollment, etc.

- [ ] First choice
- [ ] Alternate
Course Approval

After you have identified the courses you would like to take abroad, submit your course approval request here. From the dropdown box below, select "Other" and then enter the information for your first course and click Submit. Click Request New Course Approval for each subsequent course.

Application *  Nicole Scott - DIS Summer - Furniture Design

Foreign Course

Subject *

No *

Course Title *

Course Description *

Contact Hours

Link To Course Description

Link to Syllabus

Course priority

Please select each course as your first choice or an alternate course choice.

First choice courses: These are the course that you prefer to take above all other courses

Alternate courses: These are the course you may have to take if your first choice courses are not available to take. For example, there is a time conflict, the class gets cancelled due to low enrollment, etc.

- First choice
- Alternate

Submit  Back
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<th>Foreign Course</th>
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