

CALVIN OFF CAMPUS PROGRAMS: Course Selection Form

(China, Honduras, Ghana, Hungary, Britain, France, Spain, Peru, Washington DC)

Name	ID	E-mail
		@students. calvin.edu
Major	Other major/minor related to requested course(s)	
Major Advisor	Other advisor, as above	

Program Location _____

Advisor Approval needed: MAJOR, MINOR, COGNATE, other PROGRAM SPECIFICATIONS
 Registrar Approval needed: CORE courses, not all courses guaranteed to be approved.

Calvin Course Number <small>(required & optional courses)</small>	Calvin Course Title	Calvin Major/Minor/Core/Elective Title and Number (ex. SPAN 309)	Advisor Initials <small>(Or Registrar Approval for Core)</small>
ST			
ST			
ST			
ST			
ST			
ST			
STXX 390	Direct Enroll Placeholder	List options below	

Direct Enroll University _____

Advisor Approval needed: MAJOR, MINOR, COGNATE, other PROGRAM SPECIFICATIONS
 Registrar Approval needed: CORE courses, not all courses guaranteed to be approved.

Other University Course Number <small>(if known)</small>	Course Title	Calvin Major/Minor/Core/Elective Title and Number (ex. SOC 151)	Advisor Initials <small>(Or Registrar Approval for core)</small>

Advisor Signature: _____

Student Signature: _____

Submit completed form to Registrar/Academic Services Office

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Program information and Course Selection Form Instructions

Program layout

Refer to the Off Campus Programs website for details about your program. Programs may contain courses in these categories:

- **Required Calvin courses** – STXX courses required by your program. These courses may be preapproved for core or as elective credit. List these courses on your Course Selection Form.
- **Optional Calvin courses** – STXX courses that are optional for your program. These courses may be preapproved for core or as elective credit. List any desired courses on your Course Selection Form.
- **Direct enroll courses** – STXX 390 (Direct Enroll Placeholder) is added to your record during your registration as a temporary Calvin course placeholder to demonstrate your full time status.
 - Your program director will help you understand what courses will be offered during the semester.
 - You will have a **transcript of your direct enroll courses** with the local school - your program director will obtain this transcript on your behalf. Once Calvin receives this transcript, the STXX 390 course hours will be removed and will remain on the bottom of your AER with a CR grade.
 - The direct enroll courses will be demonstrated as **transfer credit** on your Calvin transcript but will not calculate into your GPA. The name of the institution will be listed.
 - If you would like these courses to fill specific core or major course requirements you will need to **obtain approval** using the course selection form. Advisor approval is required for any major, minor, program, or cognate approvals.
 - **Pre-approved core** options are listed on the Academic Services transfer course equivalency web page: www.calvin.edu/go/equivs. Submit any additional requests for core transfer on your form.
 - **Additional transfer approval** requests can be submitted via the Transfer Credit Pre-Approval Form.

Student instructions

- 1) **Review the Off Campus programs website** to choose your intended Calvin courses and your direct enroll courses (taken at the host institution).
- 2) **Complete the Course Selection Form**, as thoroughly as possible. Select additional direct enroll courses to keep your options open for programs with late registration.
- 3) **Take the completed form to your advisor.** You should discuss:
 - a. The courses you hope to take.
 - b. Any course approval requests for major or program requirements. Any program related approvals should be noted clearly and initialed by your advisor. Any course to be used for core must be approved by the Academic Services office. ***Not every course may be approved to fulfill a specific requirement but will contribute to the 124 credits needed for graduation.***
 - c. Course options for the following semester – you will register while off campus and will not have an opportunity to meet with your advisor face to face.
- 4) Once the form is completed, and signatures have been obtained, please **submit it to Academic Services** (Spoelhof Center 360). It will be given a final evaluation by the office.

Advisor instructions

- 1) Carefully **review the courses** listed.
- 2) If suitable, **determine course equivalents** for major or program requirements. Please be specific, initial and sign. Students should be able to obtain course descriptions from the school or program director.
- 3) Discuss course selection for **the following semester** as the student will register while off campus.
- 4) Return the form **to the student** to submit to the Academic Services office.