

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.

The screenshot shows the RIT Global Education Abroad website. At the top left is the RIT logo and "Global Education Abroad". Below this is a navigation bar with links for Home, Search Programs, My Application, My Coursework, and My Profile. A Logout button is in the top right. The main content area is divided into two columns. The left column features an "Announcements" section with a megaphone icon, a link to "Make an Appointment with a Study Abroad Advisor" (posted Dec 07, 2020), and a "My Applications" section with a folder icon and a link to "Select a program to begin your application." The right column features a "Quicklinks" section with a chain-link icon and a "MORE RESOURCES" list containing links for: "Search for Study Abroad Scholarships (Rochester Campus Students)", "RIT Study Abroad FAQ's (Rochester campus students)", "Important tips as you prepare to go abroad (Rochester campus students)", "A Parent's Guide to RIT Study Abroad (Rochester campus students)", and "Learn about the Fulbright fellowship for research, study or teaching abroad (Rochester campus students)". The footer contains the "Horizons" logo with the tagline "in simplicity".



Announcements

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](#)



My Applications

[Select a program to begin your application.](#)



Quicklinks

MORE RESOURCES

[Search for Study Abroad Scholarships \(Rochester Campus Students\)](#)

[RIT Study Abroad FAQ's \(Rochester campus students\)](#)

[Important tips as you prepare to go abroad \(Rochester campus students\)](#)

[A Parent's Guide to RIT Study Abroad \(Rochester campus students\)](#)

[Learn about the Fulbright fellowship for research, study or teaching abroad \(Rochester campus students\)](#)



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

4 COMPLETE POST-TRIP SURVEY

Application Instructions

** indicates a required field*

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

My Coursework

Course Equivalencies

My Study Abroad Courses

No Records Found.

[Request New Course Approval](#)

[Back To My Application](#)

[new record]

Course Equivalencies | **My Study Abroad Courses**

Course Approval

** indicates a required field*

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 then submit. Click Request for Course Approval for each subsequent course.

Application *

Foreign Course *

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

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

My Coursework

Course Equivalencies

My Study Abroad Courses

[Request New Course Approval](#)

[Back To My Application](#)

RESULTS Items 1-2 of 2

Showing 10

Actions	Application	Local Course	Foreign Course	Status
 	Patrick Edwards - University of Oxford		PPE 220 Political Sociology	● Pending
 	Patrick Edwards - University of Oxford		PPE 224 Social Policy	● Pending

[Request New Course Approval](#)

[Back To My Application](#)

Items 1-2 of 2

Showing 10

My Coursework

Course Equivalencies

My Study Abroad Courses

[Request New Course Approval](#)

[Back To My Application](#)

RESULTS Items 1-2 of 2

Showing 10

Actions	Application	Local Course	Foreign Course	Status
 	Patrick Edwards - University of Oxford	PERS 100 GE Social Perspective Credit	PPE 220 Political Sociology	● Approved
 	Patrick Edwards - University of Oxford	PERS 100 GE Social Perspective Credit	PPE 224 Social Policy	● Approved

[Request New Course Approval](#)

[Back To My Application](#)

Items 1-2 of 2

Showing 10