This presentation provides an overview of policies and procedures for off-campus study on non-Carleton programs as well as some tips on insurance, physical and mental health, personal safety, and travel. At the end, you will certify that you viewed the presentation and be able to download it for future reference.
Credit Transfer

Your petition is approved based on the classes that you are planning to take as listed on your petition OR as advertised by the program if there is no selection of classes. If you decide to switch classes once you get to the program site, you MUST communicate with the OCS Director or Assistant Director (hkaufman@carleton.edu or nziegler@carleton.edu) to ensure that you will receive Carleton credit for your classes.
Credit Transfer and Registration

The maximum number of credits you may earn is stated on your acceptance letter; however, the actual number received will be determined by the Registrar upon receipt of the official program transcript.

You should register on-line as usual for the term you will be returning to campus. If you do not have access to the Internet during your registration time, you should designate a registration proxy who will register for you on-campus through a paper process, described on the OCS & Registrar’s websites.
Transcripts

Course titles and grades will be posted on your Carleton transcript, but they will not be figured into your GPA.

If you wish to “S/CR/NC” a course, pick up a S/CR/NC card from the Registrar's office before departure and return it to the Registrar before the 7th Friday of the NON-Carleton program term.

Please arrange to have your transcript sent directly to the Registrar via email, fax, or snail mail. It can take several months for your grades to be posted to your Carleton transcript, so you may need to be patient.
Major, Concentration, and Distribution Credit

Your classes will initially count for quantity credits toward graduation. If you wish for your credits to count towards major, concentration, or distribution requirements, you should consult with the Chair of the department in which you are seeking credit. Have them sign the special form available in the OCS office or on the Registrar’s website and submit it to the Registrar. This process may be completed either before or after the program.
Academic Accommodations

If you have any learning or physical disabilities, you should talk to your program provider well in advance of the beginning of the program about reasonable accommodation. Carleton’s Academic Accommodation Coordinator can provide documentation of any accommodations you receive on campus.
Housing When You Return

Before you leave, you must submit the Housing Information Request form to Residential Life in order to register your housing preferences for your return to Carleton. You will designate a housing proxy as you fill out the form. That person will be responsible for your housing matters while you are away. If you are returning in the fall term, your proxy will select a room during the regular room draw, but if you are returning in the winter or spring terms, your proxy should either find a vacancy in an occupied room or attend an off-campus room draw for singles.
Paying for your Program

Payments for non-Carleton off-campus programs are handled in one of two ways:

Are you receiving need-based financial aid at Carleton? Do you pay with a monthly payment plan? Are you eligible for a tuition benefit from your parent’s employer?

If your answer is yes to any of these questions, direct the program invoice to the Carleton Business Office. They’ll make sure the invoice is paid on time, apply any financial aid, monthly payments, or tuition benefits you receive and then charge your Carleton student account for the remaining cost.

If no, ask the program to send you or your family a bill and pay it directly.

In either case, you are responsible for the initial program deposit.

Any questions should be addressed to Debra Fawcett in the Business Office, dfawcett@carleton.edu x4179.
Scholarships

In addition to your financial aid, you are encouraged to apply for outside scholarships and grants. Most program providers have generous scholarship funds. Check their websites for details on the application process.

US citizens can apply for an NSEP/Boren Scholarship or, if they receive a Pell grant, a Gilman Scholarship. The Fund for Education Abroad and Freeman Asia offer scholarships for US Citizens and permanent residents currently enrolled at US institutions.

These programs are competitive, but Carleton students have received funding in the past, so you should definitely apply!
Scholarships

For all scholarship applications, pay careful attention to deadlines which may be earlier than the program application deadlines. Allow enough time to consult with OCS Advisers, the Write Place, or other writing coaches on campus to polish your application essays. Let OCS and Student Financial Services (SFS) know which scholarships you are applying for so that we can certify your applications in a timely manner, if required. Also, let SFS know if you receive a scholarship in case your financial aid needs to be adjusted.

The OCS website has links to many of the scholarships you can apply for under the Money Matters tab.

Text for screen flow on scholarships web page

Go to Money Matters, then click on Carleton scholarships for instructions on how to apply for Carleton funding or External Scholarships and Grants to see what other funding you may qualify for. If you want to broaden your search, click on the link to an External Search Engines.
Insurance

As a Carleton student, you are required to have health insurance. Many programs include international health insurance in the program fee, but you should still carry health insurance in the US or your country of origin. Take some time to review your current policy and any insurance provided by your program to ensure that you are adequately covered while abroad. If necessary, you can purchase a separate international policy.

You should also check your (or your parents’) homeowner’s or rental insurance policy to see if your electronic devices are covered. If not, you can purchase a personal articles policy for the duration of your travels.

[DO A BRIEF SCREEN FLOW TOUR OF INSURANCE PAGES ON WEBSITE.]

There is information on health insurance and travel assistance programs under Health and Safety and Travel Assistance & Health Insurance. Go down to Travel Resources and Travel and Personal Property Insurance to learn about options for insuring your valuable items.
Staying Healthy While Traveling

Staying physically and mentally healthy will contribute to the overall quality of your experience. You should expect to modify your normal routines while abroad. You will likely have to adjust to a different diet. You may not be able to drink tap water or eat fruit without first peeling or rinsing it in bleach. In some places, it is not appropriate for women to run outside by themselves and you may not have access to a gym, so you may need to find an alternative way of getting your physical exercise.

If you take any medications, make sure that you have an adequate supply for your entire stay, or that you can get more medication on-site. There are legal restrictions on bringing certain drugs into certain countries, particularly around stimulants and birth control. Do you research on-line and ask your doctor or program provider if you have questions or concerns.

If you get sick or into an accident and feel that you need to see a doctor, talk to your program staff right away. They will help you to set up an appointment. You may also contact Student Health and Counseling on campus to discuss your concerns.

Travel Health Resources
We have compiled links to the leading on-line travel health resources under Health & Safety, Travel Health Resources. There is also extensive information on alcohol, sexual and emotional health, and dietary concerns, while abroad. Check out these resources for the most specific and current travel health information for your destinations.
Mental & Emotional Health

While modern technology makes communication with friends and family back home easy and relatively inexpensive, you are encouraged to get out and explore your new location as much as possible, making friends with other students on your program, other international students, and locals. Be open to new experiences, while staying safe.
If you find yourself becoming irritable over small things, having difficulty concentrating, sleeping, making decisions, or becoming unusually introspective and having feelings of guilt, worry, and anxiety, you may be experiencing symptoms of transition stress, sometimes referred to as culture shock.

Tried-and-true strategies for coping with transition stress are to immerse yourself in study, reading, and research that is personally satisfying, finding someone to talk to, writing letters or otherwise communicating with friends and family back home, finding a new hobby or practicing one that you’ve enjoyed in the past, and talking with program staff about your stress. They will know how to guide you and when it is appropriate to seek professional attention.
Personal Security
The greatest risk to Americans abroad is motor vehicle accidents. While they are not 100% preventable anywhere, you should always make sure that the vehicle you enter is in good mechanical condition, that the driver has a valid license, and is not under the influence of alcohol or other substances. Students are highly discouraged from renting a car themselves during independent travel times.

Another common risk is petty crime. Pickpockets abound, especially in big cities. Thieves are also interested in your valuable jewelry and electronics. You should always be aware of your surroundings and pay attention to warnings about unsafe areas. Keep your electronics on you or locked in your room or house. It is a good idea to make sure that any valuables are insured and that you back up your data regularly so that if your device is stolen, at least you will have your pictures, homework, and other documents.

You should also keep copies of your credit cards, passport, and other important documents in a separate and secure location so that you can immediately begin replacing them if they are lost or stolen.
Passports

If you do not have a passport, apply for one immediately. If you do have one, check to make sure that it is signed and valid for at least six months beyond your date of return. Information on how to obtain a US passport is available on the OCS website under travel resources.
Some countries require you to obtain a visa. Follow the instructions from your program provider promptly and meticulously. Be aware that you will need to gather a number of supporting documents including identification photos, financial statements, names and addresses of your hosts, a money order, and in some cases, a biometric photo and fingerprints.

For some countries, you might need to travel in person to Chicago, New York, or another city to apply for the visa. If you need a letter of support from Carleton, please make your request to OCS in a timely manner and we will be happy to write a letter for you.

International students and those without another form of government-issued ID are encouraged to obtain a Minnesota State ID card (similar to a driver’s license) so that they have an official form of ID while the visa is being processed.

[DO A BRIEF SCREEN SHOT OF PASSPORT & VISA PAGE.]

The Passport & Visa page on the website explains how to obtain or renew an US passport from Northfield and some of the basic requirements for visas. You should always consult with the consulate or embassy of the country you are planning to visit for application forms, supporting documents, fees, and so on. These are usually published and easily accessible on-line.
Money

We suggest having at least two means of accessing your money while traveling. ATMs are available in nearly every country and provide a reliable means of withdrawing cash using a credit or debit card with a personal identification number or PIN. You should inform your bank that you will be traveling and find out about the fees associated with withdrawing money from ATMs internationally, as there is quite a variation in fees charged by different banks in the US for international transactions as well as by banks in the host country.

You may also wish to carry a small amount of cash in a major international currency such as dollars or Euros and learn how a money transfer service like Western Union works in case your family needs to send you money in an emergency.
Independent Travel

You will likely travel independently either before, during, or after your program. The International Student ID card provides worldwide recognition of your status as a student which can translate into big discounts. It also provides some insurance. ISID cards can be purchased in Off-Campus Studies for $22 & a photo.

Keep in mind that traveling is safest in groups of two or more and that you should pay careful attention to security alerts wherever you are.

OCS has gathered a number of resources to help you plan for this component of your travels. A great start is the Independent Travel Basics presentation located on our travel resources page: https://apps.carleton.edu/curricular/ocs/travel/. This presentation is typically given in the spring by OCS staff and Carls who have traveled extensively. The other links on this page provide many practical hints for independent travel.
Your experience with any of your social identities—national, racial, ethnic, socio-economic, education, political, sexual orientation, gender, and so on—may profoundly affect your overall off-campus study experience. We encourage students to research their destination to learn about cultural practices, beliefs, and norms in the countries they intend to visit and to prepare themselves to deal with differences they are likely to experience abroad.

[DO A BRIEF SCREEN SHOT OF OCS & DIVERSITY PAGE.]

The OCS website contains a number of resources on race and ethnicity, religion, LGBT and gender to get you started.
Packing your Mind

You may know a lot about your host country, or very little. Either way, the more you learn before you go, the more quickly you will be able to participate in conversations with your hosts about local issues and appreciate the places, monuments, and museums, that you are seeing. You are encouraged to do all of the required and recommended program reading, to watch films from or about your host country, to talk to students, staff, and faculty who are from or who have been to your host country, to read the local newspaper on-line, and to begin to study the language, or brush up on your existing language skills. There are a number of travel guidebooks and websites that give detailed and useful information about every country in the world.

Entering a new culture respectfully and with an honest and humble desire to learn from it is an important step toward cross-cultural understanding. We expect that you will experience a wide array of emotional responses to the things that you encounter abroad, some negative and some positive. Every journey takes us inward as well as outward, so taking regular time to reflect on your experience through talking with others, journaling, blogging, meditating, taking photographs, or other reflective practices will allow you to fully savor the experience and remember it well into the future.

[End with OCS Website: Researching your Destination]

The resources on the OCS website, such as the researching your destination page, are a great place to begin your research.
Returning to Campus

At the conclusion of the program, all students are required to complete an evaluation for OCS. This is in addition to the program evaluation you will complete for your program. A reminder with a link to the on-line evaluation will be sent to you toward the end of your program. When you come back to campus, OCS advisers are available for individual debriefings.

There are a number of events organized specifically for returning students for which you will receive an invitation. In the fall, you can participate in the half-day, statewide Minnesota Study Abroad Returnee Conference in the Twin Cities. In the winter, you will be invited to represent your program at the OCS Worlds Fair and in the spring, you can submit your best photos to the Annual Photo Contest and VOTE on-line for your favorite photo. In addition, there are a number of smaller workshops, gatherings, talks, and meetings offered every term. You are also encouraged to organize your own reentry events such as discussion groups, panels, symposia, research presentations, and so on. OCS is happy to support student-driven events and may be able to help with advertising and food.

[Fair photos, photo contest]
Final Thoughts

Studying off-campus is an incredible, once-in-a-lifetime adventure! Remember that no matter where you are in the world, your Carleton support system is only an email, chat, or phone call away. Don’t hesitate to call on us if we can be of assistance. [END PRESENTATION ON OUR WEBSITE.]

As we have mentioned throughout, there is more detailed information on all of the topics covered in this presentation on the Off-Campus Studies website: go.carleton.edu/ocs.

Register yourself on this page to certify that you viewed this presentation. You can download a PDF of the presentation and see a checklist of tasks to complete before leaving campus.

Bon Voyage!