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**GLOBAL ENGAGEMENT | STUDY ABROAD OFFICE**

**Advisor's Guide**

**Study Abroad Course Scheduling and Registration for Faculty-Directed Programs**

**Overview**

[UIC faculty-directed study abroad programs](#) are study abroad programs developed and led by UIC faculty and staff members. These programs are sponsored by UIC's colleges and schools and offer UIC coursework with a UIC faculty member serving as the instructor and/or professor of record.

Instead of using the Study Abroad Office (SAO) Course Approval Form and registering students for a study abroad placeholder rubric, students apply to the program via an application managed by the SAO. After a student is accepted and commits to a program, they are then given permission by the department to register themselves in special sections of the courses offered on the program. The sponsoring academic units are asked to schedule the courses as described below.

**I. Scheduling courses for a faculty-directed study abroad program:**

- Courses should be tuition suppressed since the instructional costs for summer study abroad programs are built into the SAO program fee
- Use the instructional method "STABR" to designate this as a study abroad course
- Courses should require Department Approval. After the application deadline, the SAO will communicate the list of confirmed students to the faculty director of the program so they can work with their department to clear the students to register for the study abroad course(s).
- It is recommended that the following note be added: Students must first apply and be accepted to the study abroad program via the UIC Study Abroad Office. Please visit [studyabroad.uic.edu](http://studyabroad.uic.edu) or contact [sao@uic.edu](mailto:sao@uic.edu) for details.
- Summer study abroad courses are graded and should not be pass/fail
- Faculty Directors of programs are responsible for ensuring that the courses they request to be scheduled are the courses that were approved on their original program proposal form. Any questions about past program proposal approvals can be directed to [sao@uic.edu](mailto:sao@uic.edu).

## **II. Student registration for faculty-directed programs**

- Students apply to their chosen program via an online application managed by the UIC Study Abroad Office
- Students who are accepted to a program must then confirm their participation in the program which comes with financial liability. After the application deadline, the SAO notifies the faculty director of their final roster of confirmed students.
- Faculty directors work with their department to clear the students to register for the study abroad course(s) and let the students know when they have been cleared to register.

Any questions about faculty-directed program courses, scheduling, or registration can be directed to:

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