



## INSTRUCTIONS FOR FILLING OUT THIS FORM

### Student Instructions

The office of International Programs and Services (International Student Scholar Services Division) expects you to complete this form prior to arrival at WCU. Please follow these instructions:

- 1) Log on this link: [https://banssb6.wcu.edu/PROD/bwckgens.p\\_proc\\_term\\_date](https://banssb6.wcu.edu/PROD/bwckgens.p_proc_term_date)
- 2) Search by Term and click submit after choosing forthcoming term
- 3) Choose Subject and click Class Search (at bottom of page)
- 4) Browse Subject - Class Schedule Listing - write course titles in boxes above

Note: be sure not to choose courses that conflict with time and day

- 5) All Exchanges need appropriate approval of courses from home advisor prior to attendance at WCU
- 6) Submit this form to the International Student Advisor at WCU (via fax: 828-227-7080)
- 7) All exchanges - give a copy of this form to your home university academic advisor

### Academic Advisor Instructions (this information is primarily for exchange students' advisors only)

- 1) Advise students on the types of courses to take while abroad based on major, minor, and academic level  
Course types available include: Liberal Studies, Major, Minor or Concentration, and Free Electives.
- 2) Lay out course options including 12-15 hours of course work per semester for the student.
- 3) Help student decide which courses taken abroad will transfer back to home institution based on the course descriptions (link to WCU course descriptions: <http://catalog.wcu.edu/content.php?catoid=20&navoid=353>)
- 4) Sign in ink, the bottom portion of the *Study Abroad Course Approval Form*.

FAX form back to: **828-227-7080**

Western Carolina University

Office of International Programs and Services

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