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Before You Leave Gettysburg

Congratulations on your acceptance to study off campus! This is the beginning of what will be a very exciting adventure for you. The Center for Global Education is available to assist you at every point in your adventure. Whether you are studying off campus for a semester or a year, and regardless where you are going, there are a few arrangements you need to attend to at Gettysburg College before you leave.

HAVE I CHANGED MY PLANS ABOUT OFF CAMPUS STUDY?
If you have decided to study off campus during a different semester, or if you have decided not to study off campus, you must tell the Center for Global Education office. If you do not alert CGE to your changed plans, you will be unable to register for your semester at Gettysburg.

✔ Action Item Have I changed my plans about study off campus?

IMPORTANT CONTACT NAMES AND NUMBERS

There are several offices that you may need to contact to help you prepare for your term off campus, or that you may wish to be in touch with while you are off campus. These offices are:

<table>
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<th>Office</th>
<th>Telephone</th>
<th>E-Mail</th>
<th>Fax</th>
</tr>
</thead>
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<tr>
<td>Center for Global Ed.</td>
<td>717-337-6866</td>
<td><a href="mailto:cge@gettysburg.edu">cge@gettysburg.edu</a></td>
<td>717-337-6245</td>
</tr>
<tr>
<td>Registrar</td>
<td>717-337-6240</td>
<td><a href="mailto:registrar@gettysburg.edu">registrar@gettysburg.edu</a></td>
<td>717-337-6245</td>
</tr>
<tr>
<td>Residence Life</td>
<td>717-337-6967</td>
<td><a href="mailto:sfissel@gettysburg.edu">sfissel@gettysburg.edu</a></td>
<td>717-337-6906</td>
</tr>
<tr>
<td>Center for Career Dev</td>
<td>717-337-6616</td>
<td><a href="mailto:kawillia@gettysburg.edu">kawillia@gettysburg.edu</a></td>
<td>717-337-6538</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>717-337-6960</td>
<td><a href="mailto:kbradley@gettysburg.edu">kbradley@gettysburg.edu</a></td>
<td>717-337-6978</td>
</tr>
<tr>
<td>Health Services</td>
<td>717-337-6970</td>
<td><a href="mailto:fkinsell@gettysburg.edu">fkinsell@gettysburg.edu</a></td>
<td>717-337-6978</td>
</tr>
<tr>
<td>Financial Services</td>
<td>717-337-6220</td>
<td><a href="mailto:studentaccounts@gettysburg.edu">studentaccounts@gettysburg.edu</a></td>
<td>717-337-6214</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>717-337-6611</td>
<td><a href="mailto:finaid@gettysburg.edu">finaid@gettysburg.edu</a></td>
<td>717-337-8555</td>
</tr>
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Your Academic Advisor
(fill in phone, email, fax for your advisor!)

There is a 24-hour a day emergency number at Gettysburg College that you should give to your parents before you depart from Gettysburg. The emergency number is 717-337-6911. Perhaps even more important to have, is the emergency number of your program contact. Do you know what that number is?

✔ Action Item Do I know all the important numbers that I may need to have when I am off campus?
APPROVAL OF CLASSES
When you applied to your off campus program, you submitted a Course Approval Form on-line that outlined what courses you hope to take off campus. For some students, the courses you have listed will be the courses you take off campus. For others, and perhaps the majority of students, you will end up taking only a few of the courses you listed on your Course Approval Form.

Many programs will be posting their most current course lists on their web site at this time of year. In order to help you plan your off campus course schedule as accurately as possible, you should plan to get a few more courses approved now that you have a better idea what will be offered. All students should have at least three extra courses approved than they will actually take. This means that if you are planning to take four courses, you should have at least seven courses approved - many students will have ten or more courses approved!

Past off campus studies students have cited that doing the Course Approval Process after you have left campus is the WORST part of off campus studies, because the student needs to know if a course is approved quickly, and Gettysburg professors who approve the courses are not always available with short notice. PREVENT THIS by getting extra courses approved before you leave!

✓ Action Item Get additional courses approved

HOW DOES MY CREDIT TRANSFER FOR MY OFF CAMPUS PROGRAM?
Students participating in Affiliated Programs will receive credits AND grades for the courses they take. All grades will show on your Gettysburg transcript (A - F) and they will be factored into your Gettysburg GPA.

All courses taken on Non-Affiliated Programs are transferred to Gettysburg as credit ONLY, assuming you receive a C- or better. If you receive a grade lower than a C-, you will not receive credit for the course. Grades on Non-Affiliated Programs are important, however, particularly for those students whose GPA at Gettysburg makes them eligible for graduation honors. In these cases, grades from Non-Affiliated Programs will be factored into your overall record in order to assure you maintain your honors eligibility.

Students participating in Affiliated Programs should refer to the Off Campus Studies Planning Guide and students participating in Non-Affiliated Programs should refer to the Pre-Approved Course List form for details regarding how much credit you will receive for your particular program.
✓ Action Item  How many courses do I plan to take off campus, and how does that translate to Gettysburg Course Units? Will my grades transfer back to Gettysburg, or just my credits?

**CORRESPONDENCE WHILE YOU ARE OFF CAMPUS**

While you are off campus, the Gettysburg College Post Office will forward any first class mail and magazines to your home address. They will not forward campus or second class mail. If you have any questions about your mail, please contact the campus post office.

✓ Action Item  Talk to the Post Office about my mail if I have questions

**HOUSING ARRANGEMENTS FOR WHEN YOU RETURN TO CAMPUS**

Every spring, housing selection occurs for the following academic year. Housing selection processes for 2015-2016 will begin February 2015.

- Current juniors can participate in Spark (theme) housing selection or the off-campus housing application process during the months of February and March and the online selection process in March and April.
- Sophomores can participate in Spark (theme) housing selection during the months of February March and online housing selection process in April.
- **Students who will be studying off-campus/abroad during the spring semester must have a proxy for all selection processes.**

If you are studying abroad you will be able to select your OWN housing online *(if you are not applying to live in Spark (theme) housing or off-campus housing).* With the online housing system, students will need to pre-select each other as roommates prior to selecting a room or apartment. (Instructions regarding this part of the process will be distributed with lottery numbers and lottery times in March and April.) When doing so, the online housing system will confirm that all roommates have selected one another--and students now become a group. Only the student with the lowest (best) lottery number and earliest lottery time will need to select housing for the group via the Online Housing Selection system.

If you are studying abroad during this process and your lottery number will carry a group to select housing, you can select for your group via "MyHousing" in CNAV, or you may select a proxy here on campus to select housing for your group. Lottery numbers are not transferable, and in the event where you need to have your proxy select housing for your group at the appointed time, you must email Sharon Fissel sfissel@gettysburg.edu

As mentioned previously, the Office of Residential & First-Year Programs will be publishing additional information about the online housing selection process March 2015. When you receive this information via your campus email, you will also be able to log onto CNAV/MyHousing to:

- view your lottery number AND a lottery time (lottery times based Gettysburg time which you will have to adjust to your location time).
- View available housing for the online housing selection process.

Should you have any questions, please contact the Office of Residential & First-Year Programs.

- Office: 717-337-6901  Email: residentlife@gettysburg.edu

✓ Action Item  Arrange Housing for my return to Gettysburg
PROGRAM COSTS
If you are participating in an Affiliated Program you will continue to pay the Off Campus Fee to Gettysburg College as normal, regardless of the actual cost of the program. Details regarding the costs of Affiliated Programs are outlined on our website – www.gettysburg.edu/cge.

If you are participating in a Non-Affiliated Program you will pay fees directly to your program sponsor. You will be billed by Gettysburg College for an Off Campus Fee of $1,660.

Financial information, along with a Payment Understanding form and an Agreement and Release form will be sent to your Gettysburg email address. You will be asked to sign and return these forms to our office.

✓ Action Item Sign & Return the Payment Understanding to CGE

ACKNOWLEDGMENT OF RISKS – Agreement & Release Form
The Agreement & Release form describes the risks associated with off campus study. All students will receive this form via email. Students are required to sign and return this form in order to participate in your off campus program. If you have any questions specifically about this form, or generally about the risks associated with study off campus, please speak to the Center for Global Education office and/or your particular program sponsor prior to signing this form.

✓ Action Item Return the Agreement & Release form to CGE

GOOD ACADEMIC AND SOCIAL STANDING
All students approved for off campus study, must continue to be in good academic and social standing and have a 2.0 cumulative GPA in order to study off campus. The Center for Global Education runs a report to ascertain that all students are in good academic and social standing at the end of each semester. If a student has been placed on academic or social probation between the time they were approved for study off campus, and the time they plan to participate in your off campus program, their right to participate will be rescinded. Questions about this can be directed to the Office of Off Campus Studies.

✓ Action Item Assure that I am in good academic and social standing

FINANCIAL RESPONSIBILITY AND WITHDRAWAL POLICY
All students must be in good financial standing with Gettysburg College in order to participate in an off campus program. The College may withdraw a student from their off campus program for failure to pay College charges.

Any student who decides not to participate in a program, after already confirming their participation in the program, is responsible for all costs paid on their behalf prior to their withdrawal.
Any student who withdraws from a program after arriving at the program site is responsible for the full cost of the program (tuition, fees, room, board, and any other incidental expenses) as if they participated in the entire program.

In the event of a cancellation of an Off Campus program, special arrangements will be made.

✓ Action Item If I have questions about my financial responsibility or about this withdrawal policy, I need to ask the Center for Global Education for clarification

BEHAVIORAL EXPECTATIONS
All Gettysburg College students are expected to act with a high level of responsibility and maturity at all times. Gettysburg College students studying away from campus (abroad or at other U.S. schools) are expected to act with an even higher level of responsibility and maturity when they are studying off campus. Students are expected to abide by the College's Code of Conduct while studying away from campus. Any actions which violate the College's Code of Conduct which take place while a student is studying away from campus will, therefore, be addressed through the College's judicial system upon the student's return to campus. Such behavior will also be addressed by the host institution if the institution determines that the behavior in question violates their own policies.

In addition, students studying on other campuses should realize that they are serving as an ambassador of Gettysburg College while they are a guest at another institution. Their actions reflect not only on themselves, but on Gettysburg College as well. We therefore expect that all students studying on other campuses will make a special effort to serve as a good ambassador and representative of the College.

Any student who is asked to leave a program due to disciplinary reasons or other inappropriate behavior is also responsible for the full cost of the program (tuition, fees, room, board, and any other incidental expenses) as if they participated in the entire program.

✓ Action Item Assure that I am a good ambassador for Gettysburg College and that I understand Gettysburg’s behavioral expectations of me

SPECIAL NEEDS
If you have any special needs or concerns that it is important for your program to know about, now is the time to talk to them or write them with this information. For example, do you have a learning disability, ADD, special medical needs, or special counseling needs? Do you have concerns about how your gender, race or sexual preference will be perceived off campus? Programs that know about your special needs and concerns prior to your arrival are best able to help you settle into your program successfully. If you are unsure with whom to speak, or if you want some advice about alerting your program to a special need or concern, please talk to the Center for Global Education for advice.

✓ Action Item Do I have any special needs or concerns with which I may need assistance?
RISING SENIORS
As a rising senior, there are a number of programs and information sessions that are geared toward you. Before you leave, take the time to stop by the Center for Career Development to learn about job search and graduate school assistance that is available to you. You can pick up handouts on resume and cover letter writing, conducting a job search, interviewing, the graduate school application and testing process, and more.

✓ Action Item Should I talk to the Center for Career Development before I leave
While You Are Off Campus

CORRESPONDENCE AND CONTACTING HOME: Mail, Telephones, E-Mail
It is extremely important that you keep in regular contact via e-mail while you are off campus. All off campus studies students must continue to use their Gettysburg e-mail accounts while off campus. This is your official College e-mail address and all important information will be sent to you at that address.

When you get settled at your off campus site, please e-mail cge@gettysburg.edu with your cell phone number. There are often occasions when Gettysburg will need to get in touch with you, and it is difficult if we do not have your contact information on file!

Accessing People Soft Student Center
To access your Gettysburg Email, Student Center or CNAV while off campus go to:
www.gettysburg.edu/current_students.

In the rare event that you are having problems accessing People Soft Student Center, you may write to IThelpdesk by emailing: trouble@gettysburg.edu.

✓ Action Items Write CGE when I get settled.
   Think about ways to keep in touch with home while I am gone.
   Learn the web addresses for easy access to Outlook and CNAV

PRE-REGISTRATION
(only for students who are abroad for the entire academic year OR for the spring semester)
You will be contacted by email during the spring semester with information about pre-registration for the next academic year. All pre-registration information including course choices, are available on-line. Students will register on the Student Center which can be found in the left menu on the Current Student webpage at http://www.gettysburg.edu/current_students/.

✓ Action Item Register on-line via the Student Center

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COURSE APPROVALS FROM OFF CAMPUS

On arrival at your program site, most students will be asked to register for classes in much the same way that you register at Gettysburg. Some students will find that the courses they had hoped to take are full, canceled, too advanced, or too basic, and these students will need to get additional courses approved by Gettysburg College in order to assure credit transfer. If you need to get additional courses approved, you must do the following:

Log in to STUDENT CENTER – SELF SERVICE. Then look under the OFF CAMPUS STUDIES area, where you will see a tab that says COURSE APPROVAL – ADD COURSES. Click on this tab and you will be able to add additional courses to the list of courses that you had pre-approved. You will follow the same process as you did when you selected your previous courses.

✓ Action Item  Choose additional courses on line via the STUDENT CENTER

COURSE ENROLLMENT VERIFICATION FORM

Once your final registration abroad is complete, log in to STUDENT CENTER – SELF SERVICE and click on the COURSE CONFIRMATION TAB under the OFF CAMPUS STUDIES area. You will see a list of all of the courses that you have gotten approved. Check off the courses that you have actually registered for and hit SAVE. This will send your final list of courses to the Registrar for final approved. Please note: if you are still seeking approval for your courses, you cannot submit this document until complete.

✓ Action Item  Submit your final list of courses to the Registrar

EXTENDING YOUR OFF CAMPUS STUDIES STAY

Sometimes Gettysburg students find that they are interested in extending their off campus experience for a second term. If you are interested in enrolling in a different off campus program you should contact the Center for Global Education office right away. You will need to have made this decision by the regular campus deadlines October 15 to study off campus in the spring, March 15 to study off campus in the fall), and you will need to complete the regular petition and course approval process by the deadline. This can be completed by e-mail, fax or letter.

✓ Action Item  Contact the Center for Global Education by the appropriate deadline if I want to extend my off campus term for another semester
Preparing to Return Home

It is difficult to think about returning home, before you have left, but you will be better prepared if you read through this information quickly now, and then in more detail after you have arrived at your off campus program site.

TRANSCRIPTS
Each student will receive a transcript from their program 6-8 weeks after the program concludes. Most programs will send one copy of the transcript to the student and one copy directly to the Center for Global Education office. You are welcome to contact our office to see if your transcript has been received, but please remember to allow 6-8 weeks for processing by your program. Transcripts are sometimes held if you have any outstanding bills. Please make sure to pay all bills, and sign any necessary “transcript release” forms from your program before you return home. Also, check to make sure you have completed and submitted all academic assignments prior to your departure. This will expedite the processing of your transcript.

✓ Action Item  Make sure to arrange for my transcript to be sent home