



SSOE Course Approval & Registration Form – Change Form

Last (family) Name:

First Name:

Middle Name (if applicable):

Directions:

This form will be completed by students when their final registration changes while abroad. This change can include when a specific course(s) and/or the number of Pitt credit equivalents changes from the original *SSOE Course Approval and Registration Form*. You must complete this form when your course schedule changes – DO NOT wait until you are back at Pitt for the approval to change courses.

This CHANGE form, similar to the completed *SSOE Course Approval and Registration Form*, will be routed to the following individuals, as applicable, in the order listed. Students will indicate their final registration overseas in this document. Advisors will review and indicate Pitt course equivalents, Pitt credit equivalents, and requirements fulfilled.

Student: You will complete your sections of the entire document first and then the UG Major coordinator, other advisor etc. will complete their sections. Complete your portions of sections 1, 2 and section 3 if applicable.

Undergraduate Major Coordinator:

- Please complete your portion of section 2

If applicable: Second Advisor:

- Please complete section 3.

International Engineering Initiatives:

- Please complete section 4.

Section 1: General Information

PeopleSoft ID#:

Major #1:

Major #2 (if applicable):

Minor (if applicable):

Certificate (if applicable):

Name of Global Program:

Destination (City, Country):

Term Abroad:

Fall 2021

Full year 2021-2022

Spring 2022

DATES of program abroad: Start date

End Date:

Section 2: Course Changes- Both student and Undergraduate Major Coordinator complete

Student: Please indicate below your **FINAL list of enrolled courses** at your overseas university or program. (*Do not indicate the courses which you have dropped.*) Most likely any course changes will have already been pre-approved from your alternate list of courses on your original Course Approval and Registration form. If not, you will need to be in communication with your Undergraduate Major Coordinator directly about new courses and then complete this form. *If you have not made any changes to your initial courses, this form is not needed.*

Undergraduate Major Coordinator: Please review the student’s new course selections and indicate how these courses will apply to degree requirements. All columns must be completed. Column C (# of Pitt credits) must total between 12-18 credits. Below the chart indicate: (1) the course credit total, (2) which, if any, of these courses will fulfill a “W” requirement, and (3) for IE only, if this program fulfills the International requirement.

Both the student and the Undergraduate Major Coordinator will sign below the chart.

COURSES ABROAD- first choices Completed by the student	PITT COURSE EQUIVALENT Completed by Undergraduate Major Coordinator	# OF PITT CREDITS	DEGREE REQUIREMENTS FULFILLED Completed by Undergraduate Major Coordinator
TOTAL Credits (must be between 12 -18 Pitt credits)			

Undergraduate Major coordinator:

Please validate that the total number of Pitt credits is between 12-18. Yes No

IE only: Indicate if this program fulfills the International Requirement. Yes No

Please list which, if any, of the above courses will fulfill a “W” requirement:

Signature _____ Date _____
Student

Signature _____ Date _____
Undergraduate Major Coordinator

Section 3: OPTIONAL Course Approval – second major, minor, certificate – both the student and second advisor will complete if there is change from original registration.

This section is to be completed by students who

- (1) are completing a second major, minor, or certificate
- (2) **AND** intend to use courses on this program to fulfill requirements for a second major, minor or certificate
- (3) **AND** have made a change to those courses from the initial registration

If 1, 2 and 3 above do not apply, you do NOT need to complete this section of the Change Form.

Student: Please complete information for the 2nd Advisor name and email. Then list the course(s) abroad which you wish to use to fulfill requirements for your 2nd degree, minor or certificate. Last sign the signature line below.

Advisor: Please fill in the Pitt Equivalent, Pitt # of credits and how these courses will apply to degree requirements. Column C (# of Pitt credits) must be completed but *no total is needed*. Then please sign below the chart.

IF you are taking courses abroad which are to fulfill requirements for your 2nd Major, Minor or certificate, and have made a change to initially registered courses for this program: Please provide the full name and email address of the Advisor for your 2nd Major, Minor or certificate program.

2nd Advisor Name:

2nd Advisor email:

COURSE(S) ABROAD – 2 nd major, minor or certificate courses Completed by the student	PITT EQUIVALENT Completed by 2 nd Advisor	# OF PITT CREDITS	REQUIREMENTS FULFILLED Completed by 2 nd Advisor

Signature _____ Date _____
Student

Signature _____ Date _____
Advisor for Minor, Second Major, or Certificate

Section 4: Registration credit change – this section is to be completed by International Engineering Initiatives staff member.

Student registration was changed from _____ # of credits to _____ # number of credits for the
semester.

Student credit registration has stayed the same as original Global Program registration.

Signature _____ Date _____
International Engineering Initiatives staff member

SAMPLE