Northwestern | McCORMICK SCHOOL OF ENGINEERING

Office of Undergraduate Engineering

Study Abroad Guide For allocating abroad classes for McCormick Students

Welcome back. This guide is for students who participate in Affiliated or non-affiliated programs. Before you can use your study abroad credits, please follow the GLO instructions to have your classes transferred to Northwestern.

For technical credits:

Once your classes have been transferred into CAESAR and MAS. These classes will appear as GEN_CRED 1XX. You can proceed.

You will need to email your home school advisor, Ashley Silverstein, to start the process of rearticulating your credits. Your study abroad transfer credit petition will be added to the petition log for internal review. This process takes about 3-4 weeks to be reviewed. Once your petition has been approved, a message will be sent to the registrar's office requesting your credits be rearticulated. After the rearticulation has been completed in CAESAR, it will take a couple of business days to be reflected in MAS. Your audit will be updated to allocate the classes in the correct spots within 3-5 business days.

Please make sure that courses you took match with what you previously submitted in your study abroad transfer credit form. If not, you will need to submit a new petition with updated course numbers and updated signatures. New courses can't be reviewed after you return from abroad.

Returning from abroad: How do I get my classes to count towards my theme?

If you took transfer classes:

Once your classes have been transferred into CAESAR and MAS. These classes will appear as GEN_CRED 1XX. You will need to petition the classes in MAS towards your theme.

Go to your theme portal. There is a petition button near the bottom of the page.

Study abroad- Return Guide Credit allocation

Fill out petition. Select the correct GEN_CRED 1xx class. The name of the class will be under the title. You need to make sure that the class is the correct class. Make sure your file size is the correct format and size. Fill out the reason. Press submit. If your petition is approved, then the class will automatically be inserted into the theme. Because these classes are not getting rearticulated from GEN_CRED 1xx, they will not count towards the 100 level restrictions. Revise your theme as needed. Then press submit to submit your theme for review.

Study abroad- Return Guide Credit allocation

If you took direct credit:

You will need to make sure the correct version of the class is submitted in your theme. Most of the time, study abroad direct credit classes will have -SA after the course name and number. MAS sees the Evanston campus course and the study abroad course as different classes. The class will not be pulled into your theme if you put the wrong version of the course.