

# Congratulations!

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So you are studying abroad.....  
How does that affect your academic status at the  
University of Notre Dame?



# You MUST enroll at ND!

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- ❑ You are considered a Notre Dame student while abroad.
- ❑ In order to maintain your student status, you must enroll via insideND (Web Enrollment link) prior to the (Notre Dame campus) seventh class day of each semester you are abroad.
- ❑ When you enroll, please include the **institutional address OR your physical address**, depending on where you are studying. Please contact your Study Abroad Director to find out what is preferred for your program.
- ❑ We also request your international contact phone number (land or cell that starts 011...). During Web Enrollment, you will be asked for your cell phone. This will **ONLY** be used for emergency purposes.
- ❑ Placing a 'Privacy' hold on your address during Web Enrollment does not mean that academic mailings will be redirected to your home address in the US. Mail of an academic nature will be sent to you wherever **YOU** are.



# Registration for your Course Work Abroad

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- ❑ You must follow ND drop/add rules while you are abroad.
- ❑ Auditing a course abroad is NOT allowed.
- ❑ If you wish to take a class pass/fail, please contact your academic dean.

**The following applies to all Study Abroad student except London and Rome - Architecture.**

- ❑ Your course registration for overseas classes is provided to me by your Study Abroad Director.
- ❑ Be sure your courses and credit hours are approved prior to your departure.
- ❑ Changing courses at the foreign institution to non-pre-approved classes should be reported to your Study Abroad Director immediately.
- ❑ Until the actual course registration is given to the Office of the Registrar, a ‘place holder’ class will appear on your record.
- ❑ This ‘place holder’ course, REG 34000 or REG 34001, for 15 credit hours allows you to appear as a full-time student in the University system. When your actual courses are supplied, they will replace this ‘place holder’ course.



# Grades from Your Program

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- ❑ The grades you earn on your study abroad program are reported to the Study Abroad Director at ND.
- ❑ Your ND Study Abroad Director works with the academic departments and deans to determine course numbers and credit hours. (For the London program, this is done prior to departure.)
- ❑ The ND Study Abroad Director works with Jennie Brackett in the Office of the Registrar to have your grades posted to your permanent record. The GPA and semester honors are also placed on your record at this time.
- ❑ The grades for your course work are not ‘official’ until they appear on your ND transcript.



# Returning to ND

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- ❑ Prior to your departure for your study abroad program, work with your academic advisor to determine which classes to take upon your return to ND.
- ❑ For the semester in which you will return to ND, you will be given a 'Time Ticket' (appointment time) with the other students in your class (sophomores, juniors, seniors). There is no special time set aside for students studying abroad to register. You are in the mix with everyone else.
- ❑ Your appointment time is South Bend (Notre Dame) time.
- ❑ Your Registration PIN will be 000000 (six zeros).
- ❑ Contact a department (via email is best) if a class you want to take has department approval or restrictions for which you will need an override. They can place an electronic override on your record so that you can register for the class.
- ❑ Try to locate a computer on which you can access the internet from at the time of your 'time ticket.' If you cannot locate a computer, please work with a family member or close friend that could register for you.



# Questions

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