

GENERAL PRE-DEPARTURE ORIENTATION

UCSD EAP NOTES SPRING 2009

NITTY GRITTY, NUTS & BOLTS, IMPORTANT BUREAUCRATIC ISSUES

CREDIT:

On EAP, your coursework abroad will be treated as UC credit. The units are translated into UC quarter units. Your grades will figure into your UC GPA. However, if you plan to apply your courses to your major, minor or GE requirements, you must petition for specific credit upon return from abroad. While abroad, you should **MAKE COPIES OF ANY PAPERS YOU WRITE BEFORE TURNING THEM IN** (often papers are not returned to students). **PLEASE BRING DOCUMENTATION (SYLLABI, PAPERS, NOTES, EXAMS, ETC.) HOME WITH YOU. THIS IS MOST IMPORTANT.** EAP will attempt to adhere to its policy that grades from abroad will be received at the home campus within 90 days of the official end of the program.

ENROLLMENT HERE AT UCSD WHILE ABROAD:

While abroad, you will remain registered here at UCSD. The EAP staff will take care of your enrollment each quarter that you are abroad. **PLEASE DO NOT LEAVE DEBTS** (library fines, housing, parking, **CANCEL CAL PIRG: 858-534-0844**, etc.) WHICH WILL PREVENT US FROM ENROLLING YOU. If you will be a junior while abroad, you **must have declared your major before departure.**

CONDITIONAL AND ALTERNATE STUDENTS should enroll in Fall 2008 UCSD courses as you normally would if you were at UCSD. Once your selection is finalized, the EAP staff will drop your classes and then enroll you in EAP.

In most cases, enrollment in courses at your host institutions will take place at the beginning of your time abroad. Some universities are organized similarly to the U.S. while others appear to lack any structure (i.e. France), but don't worry. Here is where your flexibility and "tolerance of ambiguity" are important.

It is important that your correct permanent address is on file with the UCSD Registrar. **Please be sure that you give a forwarding address to your local San Diego Post Office and any important places (like your bank!!)**

HEALTH INSURANCE

SHIP is automatically waived while on EAP. It will be reinstated the quarter that you return. **Please go to the EAP General Guide for information on EAP Health Insurance Coverage, Dates of Coverage and important information about Gap Health Insurance.** This is also available under Current Participants at the EAP website. You will need to purchase additional coverage for the gap between the time when your UCSD SHIP coverage ends and the beginning of your EAP coverage and/or for the period when EAP coverage ends and your next quarter begins (if you are not covered by your parents). **This is very important.** It is now also required that you sign up the UC Traveler Insurance.

PAYMENT OF FEES & WITHDRAWAL DEADLINES:

You are responsible for the payments to EAP. PLEASE check the payment dates on your Student Budget Worksheets/Payment Coupons found on the EAP website on the Current Participants page. If you are a non-resident, there is an additional fee schedule. If you are on full financial aid, these payments should be covered but check with the Financial Aid Office. **Do NOT make any payments to UCSD. All payments are made directly to UOEAP in Goleta**

(use the payment coupons and make all checks payable to UC Regents). Payments can now also be made by an electronic check (E-Check), or with Master Card or Discover Card. If you or your parents do receive a bill from UCSD for your fees, it is an error. Tell your parents they can call our office if this occurs.

Please be aware of the Withdrawal Deadlines (also available on the EAP website). You don't want to incur fees for late withdrawals. Contact your advisor if you are waiting for your Fin Aid packaging before making a decision. Some programs with Third Party Providers have additional withdrawal dates.

FINANCIAL AID:

Be sure your financial aid file has been completed. Julie Ta (Financial Aid Office) will be processing all the EAP students. Questions during the year should be directed to her (taj@ucsd.edu). In December, you should submit your FAFSA application online (www.fafsa.ed.gov) for the next academic year.

WebReg FOR QUARTER RETURNING:

The UCSD Schedule of Classes is on Tritonlink (<http://tritonlink.ucsd.edu/>). As you know you can check the schedule and enroll in your UCSD classes on the Internet. In most cases, your EAP grades will not have arrived by registration time, so you will have the same unit status as when you left. **Remember to take your PAC number with you abroad.**

HOUSING (ON-CAMPUS) UPON RETURN: You should complete your college housing application **NOW** and check with your Resident Dean to discuss your options. For I House, the application is on line (<http://ihouse.ucsd.edu/>).

OTHER HOUSING INFO: California Housing Bulletin Board on EAP's website provides a forum for all EAP students to share information about housing, rent, and housing situations wanted in California. Students are encouraged to post messages about housing sublets, shared housing situations, rooms for rent and rental wanted. Go to <http://www.eap.ucop.edu/eap/housingboard.shtm> (also a link on the EAP website).

WHO TO TURN TO FOR QUESTIONS:

Pre-departure:

Start at the Programs Abroad Office, where you will have your question answered or be directed to the appropriate person/office (college, fin. aid, etc). You should not contact the EAP Study Center directly unless advised to do so.

While abroad:

For in-country problems/assistance (course enrollment, housing, where do I go for what, friendship, loneliness, etc), go to the UC Study Center Staff or Director. If you have specific UCSD academic questions while abroad, please direct them to the appropriate UCSD academic department or college, rather than the Study Center Director who is not expected to know all things about all UCs and all majors. Be sure to take your departmental/college advisor's name/address/e-mail/phone #/fax # with you. You can use the attached "**Know Before You Go**" which was designed for listing all those essential contact numbers. (<http://eap.ucop.edu/eap/reference/guide/know-before-you-go.pdf>) Our office contact info (abroad@ucsd.edu, fax 858-822-5726) is listed in the EAP General Guide as well. **Read your EAP General and Country Guide "before" you go.**

HAVE A "GREAT" EXPERIENCE WHILE ABROAD!

Know Before You Go

This information will be crucial once you are abroad. Take the time to complete this page and take it abroad with you. Do *not* return this to EAP. Leave a completed copy with your parents or first emergency contact. Contact information is provided in this guide and on the [EAP website](#).

My Campus EAP Office

See Campus Representatives at eap.ucop.edu/common/Forms/EAPCampuslist.pdf

Campus EAP Advisor: _____ Phone: _____ E-mail: _____

My UC Academic Advisors

Major Department Advisor: _____ College Advisor: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax/e-mail: _____ Fax/e-mail: _____

My Universitywide Office of EAP Contacts

See Universitywide Office of EAP Contact Information at eap.ucop.edu/common/reference/contact-admin.htm

Operations Specialist: _____ Phone: _____ E-mail: _____

Academic Specialist: _____ Phone: _____ E-mail: _____

Student Finance Analyst: _____ Phone: _____ E-mail: _____

stufinance@eap.ucop.edu

My Study Center Contacts

Study Center Director/Liaison Officer: _____

Phone: _____ E-mail: _____

Address: _____

Registration Materials (for term following my return from EAP)

Access the Schedule of Classes through the EAP website or through home campus websites.

My registration information will be sent to this US address: _____

Person who will coordinate registration for me: _____

Their contact information: _____

Projected date the Schedule of Classes becomes available on campus: _____

Use the online version. Only a limited number of Study Centers will receive the printed copy of the Schedule of Classes. If a hard copy is sent, allow minimum two weeks for the schedule to arrive at the Study Center.

Approximate deadline for registration without financial penalty: _____

Financial Matters

My power of attorney has been assigned to: _____

Their contact information: _____

My financial aid disbursements will be sent to (address or bank account): _____

Dates I expect to receive financial aid disbursements and amounts (less program fees): _____

See the Financial Aid Disbursement Schedule in the [EAP General Information Guide](#).

My EAP account statements will be mailed to (US address): _____

Final payment due date for my program fees: _____

Date I should apply for financial aid (for the following academic year): _____

Financial aid application contact (Campus Financial Aid Advisor): _____

Their contact information: _____