NOTES FOR THOSE GOING ABROAD

- **Full-Time Status at HMC**
  While you are studying abroad in any HMC-approved program, we consider you enrolled full-time at HMC but studying away from campus. If you need to have your status as a student verified, the registrar’s office will provide it.

- **Your Registration at HMC While Abroad**
  Once you commit to studying abroad, you will be dropped from any HMC or other 5C courses you registered for in your abroad term. You will instead be added to a “placeholder” 12-unit course – ABROAD HM. This does not mean that you will receive only 12 units for your abroad work. The abroad course status will be removed when we have received the course approvals and your official abroad transcript/grades for the abroad coursework.

- **Course Approvals – Before You Leave**
  You will need to get HMC approvals for your intended courses abroad. Schedules and catalogues are available through program providers or destination college websites. Approval forms are available from Rhonda Chiles. You will need to get the approval of department chairs or your HSA advisor for the classes you intend to take. Include alternates!

  **IMPORTANT:** When you get course approval, the advisor or department chair is certifying:
  1) transferability of the course toward your HMC degree
  2) clarification of the exact requirements (if any) a given course will satisfy (i.e., is it an elective within the major? Does it substitute for a specific HMC course in the major? Does it meet your HSA concentration requirement? Etc.
  3) the number of HMC-equivalent units this course will transfer in as, in HMC unit terms
  4) the minimum grade required for transferability. In general, only grades of C or higher are transferable, but some departments require grades of B or better to satisfy major requirements.

- **18 Units Max**
  No more than the equivalent of 18 units will transfer back to Mudd.

- **Course Approvals – If Things Change While You’re Abroad**
  It’s not uncommon for your plans to change once you get to your destination. A course you intended to take may be full, canceled, or not what you expected. But if you deviate from your originally-approved courses, you MUST get the relevant advisor/chair’s approval before a course can be transferred back to HMC. Remember, you can’t drop below full-time (equivalent of 12 units).

- **Request an Official Transcript When You Complete Your Program**
  When you complete your program, request an official transcript from the program provider. Have it sent to: Office of the Registrar, Harvey Mudd College, 301 Platt Blvd., Claremont,
CA 91711. We can’t credit you for your work abroad until we have the official transcripts. If the courses on the abroad transcript do not exactly match with the course titles and numbers that were prior approved, new transfer approvals will be required.

- **Grades Don’t Transfer**
  While all grades earned abroad will be printed on your official transcript, these grades do not affect your GPA. They act as if they are a P.

- **Pass/Fail Option is not an Option**
  While you can choose to take one course pass/fail while you’re taking classes in Claremont, you can’t ask for courses to be treated pass/fail while you’re abroad. Only those courses that are only offered pass/fail at the host institution can be taken pass/fail.

- **Registration for the Following Semester While Abroad**
  You will register for the next HMC semester while you are away via the portal. The Registrar’s Office will send you your assigned registration appointment time, which will begin on the same day as the rest of your class. To get clearance to register, you will need to send your choice of courses (and alternates) to your advisors by e-mail for approval prior to your registration appointment time. Once you have received approval from your advisors, forward their approvals via e-mail to registrar@hmc.edu. The registrar’s office will clear you to register via the portal only if ALL advisor approvals are received. The regular procedures re: PERMs apply, as if you were on campus.

- **Ordering HMC Transcripts While Abroad**
  We need your written authorization to release your transcripts to a third party, but we always accept emails from your HMC email account as official requests. The easiest way to order transcripts is to email transcriptetc@hmc.edu with details of the request. You can, of course, mail or fax your signed transcript request form to us. The form is available on the registrar’s website.

- **Other Questions?**
  You can contact us by email, fax or phone while you are away.
  Phone: 909-621-8090
  Fax: 909-607-0459
  registrar@hmc.edu