

# UC DAVIS

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## SEMINARS ABR AD

**2017**

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# Dates and Deadlines

Seminars Abroad enrollment opens	May 3
Information Sessions	May - June
Book your airfare (when program is "confirmed")	May - June
Last day to enroll for open programs	July 7
Liabile for 50% of the Accommodations and Services Abroad Fee (see <a href="#">Cancellation Policy</a> )	July 15
Liabile for 100% of the Accommodations and Services Abroad Fee (see <a href="#">Cancellation Policy</a> )	August 5
Course registration	May - October
Pre-departure Orientation	TBA
Seminars Abroad Fees Due	September 15
Study Abroad Award Deadline	June 7
Final day to submit outstanding health clearance and/or passport copy	August 4
Students waitlisted and enrolled in an alternate program dropped from waitlist	July 14
All students dropped from waitlist	August 4

# 1. Policies and Procedures

## Eligibility Requirements

To be eligible to participate in a Seminars Abroad program, you must

- be 18 years or older
- have completed 15 accredited college units
- be in good academic standing with a GPA of 2.0 or higher
- be in good disciplinary standing with your academic institution

## Seminars Abroad Program Enrollment (May 3 – July 7, 2017)\*

To enroll in a Seminars Abroad program:

1. [Create a Study Abroad account](#).
2. Fill out your profile with your programs of interest.
3. Start gathering enrollment materials such as your Health Clearance and Passport Copy (instructions below).
4. Start your enrollment by clicking "Apply Here" in the top menu and select a term next to your program.
5. Starting on **May 3<sup>rd</sup>**, complete all steps of the Enrollment section, pay your \$300 deposit, and submit your enrollment. The last day to enroll for open programs is **July 7<sup>th</sup>**.

## First-Completed, First-Reserved Policy

Programs fill on a first-completed, first-reserved basis. Seminars Abroad will review your enrollment and assign your enrollment status (see options below) in order of receipt.

## Checking Your Status

### *Study Abroad Account*

A few weeks after you submit your enrollment, log in to your Study Abroad Account to review your enrollment status for your selected program. You will receive an email when your status changes. Below is an explanation of statuses:

- **Incomplete:** You have started an enrollment but have not yet submitted it. You will not be considered for a spot in the program until you submit your enrollment. Paying the \$300 deposit does not mean you have submitted your enrollment. Summer Abroad will send you updates on the program(s) as new information becomes available.
- **Pending:** Your enrollment has been submitted and can take up to three weeks to review. Once it has been reviewed, your account will show your updated status.
- **Submitted-Incomplete:** You submitted your enrollment, but it is incomplete. A spot in the program has **not** been saved for you. Contact Seminars Abroad to verify which documents are missing and submit them to the Seminars Abroad office as soon as possible to reserve your spot in a program.
- **Enrolled-Conditional:** Seminars Abroad is holding a space for you in your chosen program but your enrollment is still being reviewed for one of the following reasons. You are still subject to the [cancellation policy and fee schedule](#).
  - **Disciplinary Clearance:** Seminars Abroad has not yet received your disciplinary clearance from your home campus or it is in review.
  - **Academic Review:** Seminars Abroad may be contacting you if you do not meet the prerequisites.

- **Enrolled:** You are fully enrolled in a Seminars Abroad program. You are being saved a spot in your program and are subject to the [cancellation policy and fee schedule](#). Check your email regularly to monitor program announcements, updates on the orientation, and program confirmation.
- **Waitlisted:** You have been waitlisted in your program. For additional information, see the [Waitlist Status](#) section.
- **WL & Enrolled Alt:** You have been waitlisted for your first choice program and saved a spot in your second choice program. For additional information, see the [Waitlist Status](#) section.
- **Withdrawn:** You have cancelled your enrollment in the program. Refer to [Cancellation Policy](#).
- **Not Approved:** You do not meet [eligibility requirements](#).

### **Waitlist Status**

If your enrollment is received after a program has filled, we will put your name on a waitlist. You will receive an email explaining your options of enrolling in an [alternate program](#). You can check your waitlist number by following the steps below:

1. **Log in to your Study Abroad Account.**
2. **Click on "My Enrollment."**
3. **Click "Step 1. Fill out Enrollment" for the program you applied to.**
4. **Click on "Additional Information" (when available, your waitlist number will be shown here).**

### **How will I know if I get a spot?**

If a space opens up for you, we will contact you to confirm that you still want to enroll in the program. You will have two (2) business days to respond before Seminars Abroad moves to the next person on the waitlist. If you have made other plans for your winter but are still on the waitlist, please contact Seminars Abroad and ask to be removed from the waitlist. Seminars Abroad will refund your deposit if you do not accept a spot in the program.

### **How likely is it that a space will open on the waitlist for my program of interest?**

Seminars Abroad does not know in advance when and if a space will open up for those on the waitlist. There is no trend that could help us predict how many, if any, students will cancel their enrollment in a particular Seminars Abroad program. Sometimes waitlisted students transfer their enrollment to an alternate open program. You may want to discuss this option with a program coordinator at UC Davis Study Abroad while space is still available in alternate programs.

### **Can I enroll in an alternate program and remain on a waitlist?**

Yes, when completing your enrollment online, you will be asked, "Would you like to choose a second choice alternate program?" If so, you will then "Select the Backup Seminars Abroad program you are applying for." If you do not receive a spot in your first choice program, you will be waitlisted in your first program and saved a spot in your alternate if there is space available. If you have already submitted your enrollment, please contact Seminars Abroad. You may only select an alternate program that is the same program type.

**You are subject to Seminars Abroad cancellation fees and policies when you enroll in an alternate program, so only enroll if you are serious. You will have the option of moving to the waitlisted program from your alternate if a space becomes available by July 14, 2017. After July 14, 2017 participants enrolled in an alternate program will be removed from all waitlists.**

### **Checking the Status of your Program**

You can check a program's status on all program web pages under "Announcements." Program statuses are updated as soon as possible and are not guaranteed.

- **Scheduled:** The program is scheduled for the upcoming fall.
- **Open:** The program still has space available and is accepting enrollments.
- **Open – Limited Space Available:** The program has ten or fewer spots available.
- **Full – Waitlist Available:** The program is full but waitlist space may be available. See also "[Waitlist Status](#)."

- **Confirmed:** The program has been confirmed. This status will be used in combination with “Open” or “Limited Space Available” statuses. Once the program has been confirmed, you will receive additional information via email regarding airfare, travel preparation, etc.
- **Cancelled:** The program has been cancelled due to safety concerns, low enrollment, or other reasons that make continuation of a program in the planned location difficult.

### Participation Policies and Seminars Abroad Contract

The UC Davis Seminars Abroad program allows you to study abroad and at the same time remain enrolled as a UC Davis student. As a UC Davis student you are subject to the contract between you and The Regents of the University of California (a contract to which you agreed when enrolling at UC Davis.) As a Seminars Abroad student you are also subject to the Seminars Abroad **Participant Contract**, a contract between you and Seminars Abroad, which is part of the online enrollment.

Upon enrollment in UC Davis Seminars Abroad, you will agree to certain terms and conditions. These terms are defined in the Seminars Abroad Contract that you agree to while completing your enrollment. **Before you enroll, make sure you read this contract thoroughly and understand what is required of you as a participant in a Seminars Abroad program.** If you have questions about this contract, please contact Seminars Abroad for a clarification of the terms.

#### IMPORTANT

Violation of the Seminars Abroad Contract may result in your exclusion from a portion of the program (classes and/or activities, facilities or accommodations) or your removal from the entire program. Violations will be reported to the UC Davis Office of Student Support & Judicial Affairs. Upon your return, the UC Davis Office of Student Support & Judicial Affairs may impose disciplinary action. **Refunds are not given if you are excluded or removed from a program.**

### Student Cancellation/Withdrawal

Please do not submit your enrollment if you do not intend to participate in a Seminars Abroad program. The cancellation policy outlined below applies to *all* students, including those planning to use financial aid.

If you need to cancel from a Seminars Abroad program, **you must complete an official Cancellation/Withdrawal Form.** You must request the form via email by contacting [seminarsabroad@ucdavis.edu](mailto:seminarsabroad@ucdavis.edu).

#### **Cancellation Policy and Deadlines:**

- **The \$300 deposit is NOT refundable under any circumstance.**
- If you cancel on or after July 15, 2017 you will be charged and liable for:
  - **\$300 non-refundable deposit**
  - 50% Accommodations and Services Abroad Fee (amount varies by program). The fee for your program is listed under “Fees” on the Program web page.
- If you cancel on or after August 5, 2017, you will be charged and liable for:
  - \$300 non-refundable deposit
  - 100% Accommodations and Services Abroad Fee (amount varies by program)
  - Seminars Abroad Fee

Fee	If Cancellation/Withdrawal Form is received		
	From enrollment submission through July 14, 2017	July 15 through August 4, 2017	On or after August 5, 2017
<b>Seminars Abroad Deposit</b>	100% Charged / Not Refunded	100% Charged / Not Refunded	100% Charged / Not Refunded
<b>Accommodations and Services Abroad Fee</b> (varies by program)	100% Refund	50% Charged / Not Refunded	100% Charged / Not Refunded
<b>Balance of Seminars Abroad Fee</b>	100% Refund	100% Refund	100% Charged / Not Refunded

**Non-attendance or non-payment is NOT a form of cancellation. There are no refunds for non-attendance or non-payment. You will still be liable for all fees and will not be reimbursed for travel-related expenses including airfare, passport fees or other costs.**

#### ***Withdrawal from Seminars Abroad***

To withdraw from the program while it is in progress, fill out a Cancellation/Withdrawal Form (available from Seminars Abroad). **There are NO refunds for withdrawals or dismissals from a program under any circumstances.**

#### **Cancellation of a Program by Seminars Abroad**

Seminars Abroad may cancel a program due to safety concerns, low enrollment or other reasons that make continuation of a program in the planned location difficult. If your program is cancelled, you will have the option of transferring to another open Seminars Abroad program or cancelling your enrollment in Seminars Abroad.

Your \$300 deposit will be refunded if Seminars Abroad cancels your program and you choose not to participate in an alternate offering. You will not be charged a cancellation fee. **Because Seminars Abroad will not refund the cost of any airfare purchased, you should not purchase your airfare before your program is confirmed.**

#### **Administrative Withdrawal**

Failure to adhere to any contract policies, academic requirements, to submit required paperwork, or attend mandatory meetings could result in Administrative Withdrawal. If you are administratively withdrawn you will remain liable for fees according to the cancellation schedule.

If you are withdrawn once you are abroad, consequences include received an “F” in all your courses and being withdrawn from the University of California, Davis. In addition you will not be able to receive a refund of program fees, and you may be required to refund any financial aid money already advanced to you.

#### **Current Student Address**

For communication purposes it is absolutely imperative that UC Davis Seminars Abroad has both your current campus and permanent mailing address and telephone number on file. Please keep this information up to date in your Study Abroad Account.

#### **Conduct Abroad**

While abroad, you are a representative of your country and of UC Davis. You will be judged not only as an individual person, but also as a citizen of the United States of America. What you would define as tolerable behavior in your home environment can often be understood as inappropriate in a different social environment. It is better to err on the side of caution than to find yourself in situations that will be difficult to disentangle.

Misconduct abroad can be defined as any action in which students jeopardize the welfare of fellow students or of the program. Misconduct can also be considered as the failure to comply with the mores of the host community; the violation of the laws of the host country or regulations governing the host university. As guests in another country, it is inappropriate for any UC Davis Seminars Abroad student to interfere with the domestic affairs of that country. Involvement in demonstrations or meetings which host country university or governmental authorities declare illegal may result in interruption of academic schedules and loss of time, personal injury, and open manifestations of hostility and violence to students (either as random targets or as representatives of the U.S.), and could jeopardize the present or future existence of the UC Davis Seminars Abroad Program in the host country and/or on the campus of the host university.

It is imperative that you understand the laws of your host country and how they differ from U.S. laws. For example, prescription drugs that may be legal in the U.S. may not be legal in other countries.

**If you abuse alcohol or drugs you may be dismissed from the program and sent back to the U.S. at your own expense. You will also be subject to local (not U.S.) laws. In many other nations, the use of illegal drugs is punishable by severe penalties—including death.**

If a student is arrested for involvement in an illegal activity, the U.S. government can seek to ensure only that the student is not discriminated against; that is, that the student receives the same treatment as would a national of the country who is arrested and charged with the same offense.

Any inappropriate conduct abroad is a violation of participation in the program and can result in dismissal from UC Davis Seminars Abroad and from UC Davis. The Faculty Leader has primary responsibility for discipline in connection with violations of the rules and regulations of the Integrity Code. Ultimately the host country's government and police have control over matters of misconduct, although the University of California may consult with them.

Please refer to the UC Davis Code of Conduct and UC Davis Principles of Community for specific expectations of UC Davis students' conduct on campus and abroad. Also, refer to the Seminars Abroad Student Contract (in your UC Davis Study Abroad Account) for additional information about Seminars Abroad Program conduct rules.

## 2. Academic Information

### Grades

The CRNs for your Seminars Abroad courses will be provided to you. Students will register for the courses they will take abroad through SISWEB or Schedule Builder during their regularly scheduled pass time.

UC Davis Seminars Abroad grades become a part of your academic record at UC Davis and appear on your official transcript. The Faculty Leader is the official UC faculty of record at the host institution. The Faculty Leader is responsible for translating grades given in the program and awarding appropriate UC Davis grades. Therefore, the grade given by host institution faculty may not be the final UC Davis grade. All grades reported to the Office of the University Registrar are considered permanent and final. A grade may not be changed except to correct a clerical or procedural error. No grade may be revised by re-examination or by completing additional work. A student who believes that nonacademic criteria have been used in determining a grade may have grounds for appeal. Non-academic criteria means criteria not directly reflective of academic performance and includes discrimination on political grounds, or for reasons of race, religion, gender, sexual orientation, ethnic origin, or nationality. For further assistance speak with the Faculty Leader.

- P/NP: UC Davis policies for taking courses P/NP apply to UC Davis Seminars Abroad and differ from major to major and between colleges. It is your responsibility to check with your major advisor and college regarding P/NP policies.



- Incomplete: Incomplete (I) grades are possible only in extreme circumstances and only with the approval of the Faculty Leader.
- No Grade: A No Grade (NG) at the time of final grades will be changed to an “F” grade (or NP or U as appropriate) one year after the end of the academic quarter in which the course was taken.
- Plus/Minus Grades: Plus/Minus grades may be reported for coursework completed on UC Davis Seminars Abroad.

*When preparing to travel, lay out all your clothes and all your money.  
Then take half the clothes and twice the money. ~Susan Heller*

## 3. Fees, Payments & Financial Aid

### **Seminars Abroad Fees**

The total cost of participation in UC Davis Seminars Abroad depends upon the program you choose. The total program cost is divided into three separate fees: UC Davis Tuition and Fees (no additional Tuition and Fees to participate in Seminars Abroad), Seminars Abroad Fee and Accommodations and Services Abroad Fee. **Travel to and from the program site is NOT included. All fees are subject to change without notice.** There are some costs that apply to all programs and other costs that vary depending on the program.

The fees and payments process for Seminars Abroad works just like it does for a regular quarter here at UC Davis, and you use all the same tools to manage your finances.

To plan accurately for your time abroad, there are a few things you need to know about how fees and payments work for Seminars Abroad.

- Your fees (regular UC Davis Tuition and Fees, Seminars Abroad Fee and Accommodations and Services Abroad Fee) will be posted to your student account. You’ll be able to view your fees in SISWeb and pay them through MyBill or at the UC Davis Cashier’s Office.
- Financial aid funds will be disbursed into your student account as usual. You can work directly with the Financial Aid Office to request additional aid if you need it for the program.

### ***Seminars Abroad Fee***

This fee covers Seminars Abroad operational expenses and also includes related items such as course materials and travel and accident insurance. The \$300 non-refundable deposit goes toward this fee.

### ***Accommodations and Services Abroad Fee (varies)***

The Accommodations and Services Abroad Fee varies for each program. This fee includes but is not limited to accommodations, select meals, group excursions, group transportation, and other services abroad. Travel to and from the program site is NOT included.

### **Fee Payments**

Seminars Abroad has an incremental payment schedule. (Note the payment schedule is not the same as the [fee schedule for cancellations](#).)

### **All Fees Due September 15, 2017.\***

- Due upon Enrollment—Non-refundable Deposit (\$300), paid online through Study Abroad account
- Billing Period August 18 – September 15, 2017
  - Accommodations and Services Abroad Fee
    - Billed to student's account in August
  - Seminars Abroad Fee
    - \$500 (\$300 deposit goes toward this fee)
    - Billed to student's account in August

### **Making Payments**

**Note: Registration bills and/or statements are NOT mailed. Each student is responsible for using MyBill for checking and maintaining their own online account balance.**

#### How to Log in to MyBill

- Go to <http://mybill.ucdavis.edu/>

##### Students:

- Log in using your UC Davis Kerberos ID and password.
- Once logged in students can designate an authorized user (ex. parent) to access their account information and make payments on their behalf.  
(My Account->Authorized Users->Add Authorized User)

##### Authorized users:

- If you have been designated as an authorized user, log in using your email address and password

#### Paying Online

- Login in to <http://mybill.ucdavis.edu/> (see instructions above)
- Click on Make a Payment
- Click on Pay
- Select payment option and proceed with the payment
- Payments can be made from your checking account or Discover Card online. Note: Discover Card payments have a \$12 per transaction fee.

#### Paying by Mail

Make the check or money order payable to UC Regents, include the student's UC DAVIS ID number on the check and remit to:

Cashier's Office University of California, Davis  
PO Box 989062  
West Sacramento, CA 95798-9062

#### Paying in Person

Please take your payment to the Cashier's Office in Dutton Hall. Payments can be made by check or money order, payable to UC Regents.

Questions or comments can be directed to [myaccount@ucdavis.edu](mailto:myaccount@ucdavis.edu)

### **Estimated Personal Expenses**

Your program's website and Program Specific Guide contain a budget that includes both program fees and estimated personal expenses, which will help you calculate the total minimum cost anticipated for the program.

Amounts for personal expenses are intended to provide a reasonable minimum estimate of personal costs in addition to program fees. The estimate does not include funds for optional independent travel, emergencies, personal entertainment, shopping/souvenirs, or major currency fluctuations. Use the estimated budget as a guide, but be sure to consider your own lifestyle expenses when reviewing your personal budget for the program.

## Changes in Fees

All program fees are subject to change based on decisions of the Regents of the University of California, Davis, or UC Davis Seminars Abroad. If fees are adjusted, students will be notified immediately of the adjustment and the new balance due.

## Financial Obligation Abroad

Students are responsible for all bills incurred abroad. Students must not leave the host country until they have settled all financial accounts. Failure to resolve any outstanding bills may compromise the student's standing with UC Davis.

## Financial Aid for UC Davis Students

The financial aid that you receive on campus can be applied to UC Davis Seminars Abroad, and, depending on your situation, your award may be adjusted in light of added program costs.

Here are some of the main things to know about financial aid as it relates to participation in Seminars Abroad:

- Applying for financial aid for Seminars Abroad is the same process as applying for financial aid for on-campus. You must submit the FAFSA and follow all of the other regular steps for getting your aid processed.
- Seminars Abroad will notify the Financial Aid Office of your participation in Seminars Abroad and of the change in your budget for the quarter in which you are participating.
- The Financial Aid Office will notify you that your budget has been adjusted, and then you can work with the Financial Aid Office to request any additional aid that you might need.
- Financial aid funds will be automatically applied to both UC Davis tuition/fees and your Seminars Abroad program fees.
- If your financial aid award does not cover the total cost of the program, you will need to pay the difference to the Cashier's Office by the regular fee payment deadline for the quarter, as posted on the [Registrar's Office Academic Calendar](#).
- Sign up beforehand for [Direct Deposit](#) with Student Accounting, so that when you are overseas you can easily access any financial aid funds in your account over and above tuition/fees (which would normally be refunded to you by check).
- If you receive financial aid and subsequently cancel your participation in the program, you may be required to return financial aid funds received. Follow the procedures for [cancellation](#) and notify the Financial Aid Office immediately.

## Direct Deposit of Financial Aid Disbursement

The Financial Aid Office *strongly* encourages you to sign up for **direct deposit** which will allow you to access your disbursement sooner and more efficiently. You can sign-up for this service online at <http://directdeposit.ucdavis.edu>, using your UCD Login ID and Kerberos password. Be sure to include your email address so that you will receive notifications of your deposit. Note that some programs begin prior to disbursement of financial aid. You will be required to pay all fees even if your program begins before your financial is disbursed. Consult the Financial Aid Office for more information.

## Power of Attorney

It is recommended that students select someone who will have power of attorney over their affairs while they are abroad. Choose someone you trust, like a parent or guardian. With power of attorney this person can collect your money, get a copy of your official transcripts and make decisions in your absence.

## Financial Consequences of Withdrawal

As indicated in the "Policies" section, if a student withdraws from Seminars Abroad while abroad, they will be responsible for all fees, and any additional expenses incurred during their stay such as in-country bills, phone bills, overdue books, etc. In addition, financial aid may have to be returned and the student may have to begin repayment of loans. Failure to resolve any outstanding financial obligations abroad may result in a hold on future registration and may impose other consequences. Unpaid bills may compromise a student's standing with the University of California.