

Travel Study in U. S. or Abroad:

(Off-campus, non-ETBU Study)

NOTE: All forms must be completed, and approval received, four (4) weeks prior to the student's departure.

STEP 1: The student planning to take courses through the Christian Council for Colleges and Universities (CCCU) must complete a CCCU application form. Forms can be downloaded and printed from the following sites:

<http://www.etbu.edu/Registrar/forms.htm> and [CCCU](#). Students planning to take courses through CCCU must have a cumulative GPA of 2.75 or higher. CCCU forms must bear the University Seal which is kept in the Office of the Registrar. *For most other programs of study, no form is required and the student will begin the process at Step 2.*

STEP 2: Permission for Course Transfer Form - The student can secure forms in the Office of the Registrar, or download, print, and complete the forms. ONE FORM PER COURSE is required. Course(s) which are to be elective(s) require only the Registrar's signature. If the courses are a part of the student's major or minor, a signature from the appropriate department chair must also be secured prior to bringing the form to the Registrar.

STEP 3: Visit the Financial Aid Office, 2nd floor - Marshall Hall, to inquire about possible financial aid available for travel study.

STEP 4: Approval for Travel Study Form - The student can secure forms in the Office of the Registrar, or download, print, and complete this form, which requires data about the student and the type of study planned.

Approval for Travel Study requires signatures from these individuals:

- A. Coordinator for Travel Study - Mr. Alan Huesing - office in Ornelas Spiritual Life Center.
- B. Student's advisor
- C. Dean in the school which the student is majoring
- D. Registrar (see Step 5)
- E. Vice-President for Academic Affairs (see Step 5)

STEP 5: Once the signatures required in Step 2, 4A, 4B, and 4C are secured, forms are to be presented in the Office of the Registrar (3rd Floor - Marshall Hall). If possible, they will be reviewed while the student waits so that final approval can be secured in a timely manner from the Registrar and the Vice-President for Academic Affairs. If this is not possible, students must schedule an appointment to come back and complete the process.

STEP 6: After the Registrar has signed all forms, those requiring a signature of the Vice-President for Academic Affairs must be taken to that office for approval (4th Floor - Marshall Hall).

STEP 7: Return forms to the Office of the Registrar once the signature of the Vice-President for Academic Affairs is secured. Two copies of the original form will be made. If enrolling in CCCU, the student must retain the original CCCU application bearing the University Seal. A copy of this form is retained for the student's academic file. All other original forms will be placed in the academic file, with copies going to the student and the Travel Study Coordinator.

STEP 8: When off-campus course work is completed, the student must request official transcripts be sent to ETBU - Office of the Registrar. Credit will be awarded only when official transcripts are received indicating courses were completed with satisfactory grades.

If you have any questions, you may contact the Office of the Registrar at: (903) 923-2064.