PRIOR TO APPLYING

- Discuss your plans with the DIS Coordinator, Monica Schechter. She can be reached in the Study Abroad Office (52-E32), call 756-5964, or email mschecht@calpoly.edu. Study Abroad Advising Hours are listed on the Study Abroad website: http://studyabroad.calpoly.edu/contact/index.html

- Review the program tracks listed in the DIS catalog on website http://www.disabroad.org/ to determine if the course offerings will help you achieve your academic goals.

- The eligibility requirements include 3.0 or higher GPA, upper division standing by the time you enroll at DIS, and in good academic, social, and financial standing at Cal Poly (make sure that you meet any prerequisites).

- Attend a DIS informational meeting at Cal Poly if one is offered this term.

- Provide the course descriptions to your Academic Advising Center to determine course equivalencies and how credits will transfer back to Cal Poly. Students are highly encouraged to complete the Substitution for Major form with their Academic Advisor and the GE Course Substitution for Study Abroad form with the Study Abroad Office. You should allow at least four weeks to hear back about substitution approvals.

- Contact a former DIS student to find out more details of the daily academic and social experience in the host country. For alumni names, visit: http://studyabroad.calpoly.edu/getting-started/returnees.html

TO APPLY

- Complete the DIS application available online at the DIS website: http://disabroad.org.

- There is a $50 application fee. Please also submit an official Cal Poly transcript and a letter of recommendation from an academic advisor or instructor. To pay fee online, visit the DIS website: http://www.disabroad.org/apply/application/.

- Students are required to sign and submit the Cal Poly Affiliate Partner Student Participation Agreement to the Cal Poly International Center (52-E32) prior to being accepted for the DIS program. The participation agreement can be found on the following Cal Poly Study Abroad website: http://www.studyabroad.calpoly.edu/programs/partner/dis.html.

- Be sure to complete all of the application documents including an academic recommendation, personal essay, and a signature from your Department.
Once accepted, please pay the non-refundable $500 deposit. Make the check payable to DIS.

**ORDERING TRANSCRIPTS**

1. Confirm with DIS who your transcripts should be sent to.
2. Sign in to your my.calpoly.edu portal.
3. Go to the “Academics” tab and then to the “Degree Information” channel and choose “Official Transcript.”
4. Click “Register with Parchment Exchange” and request your transcripts. This will be the only time you will need to register with Parchment Exchange if accessing through your secure my.calpoly.edu portal.

**DIS** provides Cal Poly students with $3,000 automatic discounts per semester, or $500 discounts for the six-week summer program.

Although rolling admission is available, students are encouraged to apply well in advance of the following application deadlines: April 15 (Fall programs), March 15 (Summer programs), or October 1 (Spring programs).

DIS will inform you via email if you have been accepted into the program.

Students who are on Academic Probation (AP) at the time of application or the term prior to going abroad must notify the Study Abroad Office. Normally they will be considered ineligible to participate in the program unless extenuating circumstances exist and the Study Abroad Office gives its approval.

**AFTER ACCEPTED**

Once accepted, students will receive instructions from CEA regarding course registration, housing, and travel arrangements.

Notify your Major Department to let them know you will be participating in a study abroad program.

Since you will be participating in a Cal Poly affiliated program and considered a continuing student during the term(s) you are enrolled abroad, you do not need to complete the Planned Educational Leave form with the Office of Academic Records. During the term(s) you are abroad you will be enrolling in a place-holder class to ensure that you maintain matriculation at Cal Poly. We recommend that students enrolling in semester programs be enrolled in a minimum of 12 units for each quarter that you are gone (i.e. Spring Semester), or 6 units for summer programs. This will allow students on financial aid to best meet financial aid eligibility requirements. Students must take care of any “holds” on their account before the placeholder course can be added.
Students who have completed the FAFSA should meet with a Financial Aid Counselor and decide whether you would like to request to have your financial aid budget increased to reflect the additional costs associated with your study abroad program (including fees, airfare, etc.). You should discuss the “Satisfactory Academic Progress (SAP)” policy with your Financial Aid Counselor to make sure that you are meeting eligibility requirements. Complete the Authorization to Release Student Account and/or Financial Aid Information form to provide permission to your parents to discuss financial issues at Cal Poly:
http://www.afd.calpoly.edu/student_accounts/Forms/FERPAform.pdf.

ACADEMIC / FINANCIAL PREPARATION FOR ACCEPTED STUDENTS:

A mandatory online orientation offered through PolyLearn and an in-person CEA pre-departure orientation meeting must be completed prior to going abroad. Please see the following CPIC website link for pre-departure orientation resources: http://studyabroad.calpoly.edu/.

International Center Fee: Students pay a non-refundable $400 International Center fee that will be charged to the student account.

VISA & PASSPORT

DIS will provide students with the student visa information.

You can learn more about passports and country specific visas at: http://travel.state.gov.

For more information regarding visas, passports, and additional pre-departure information resources please visit the CPIC website at: http://international.calpoly.edu/.

Financial Aid is disbursed the first day of the Cal Poly quarter, not the first day of the DIS program.

POLY PLANNER

Students who are participating in the Cal Poly affiliate partner programs do not add the courses for the terms they are abroad into the Poly Planner, since they involve transfer credit. You will simply validate the quarters you are abroad, but do not enter specific courses. Please enter your courses into the Poly Planner for the quarters you will be at Cal Poly.

DURING PROGRAM

If you find that there has been an unexpected change in course offerings (i.e. canceled course/schedule conflict), you should seek informal advice about any new General Education course choices by emailing or phoning the Cal Poly Evaluations
The University of Minnesota is the school of record for DIS and will provide the official transcript at the end of your study term. DIS will invoice students for an additional fee of $350 in order for the official transcripts to be sent to the Cal Poly Admissions Office.

Once the Office of the Registrar receives the study abroad transcript, there are two steps. First, the Records Unit completes the transcript entry. This can take approximately 2-3 months. Second, the Evaluations Unit adds the appropriate credit to your Degree Progress Report. This second step can take an additional 4-6 weeks.

The transcript will be entered into your record as transfer credit. The grades will count, and will be calculated into your higher education grade point average.

FINANCIAL AID / SAP

- The federal government mandates that every financial aid student be subject to Satisfactory Academic Progress (SAP) guidelines in order to continue to receive financial aid. Cal Poly students are required to complete a minimum of 75% of units attempted for the preceding academic year, maintain a cumulative 2.0 GPA and to complete degree requirements in 18 terms or less. SAP is reviewed annually at the end of spring term for the proceeding summer, fall, winter and spring. Students who fail to meet SAP requirements are not eligible for financial aid for the subsequent award year. Students who study abroad and are receiving transfer credit have until the end of the following summer to have transcripts sent to and evaluated by Cal Poly. If transcripts have not been received, or have been received but not yet reviewed at the end of summer, students will be SAP disqualified for fall. Students may appeal their SAP disqualification status by turning in an SAP Appeal Form, completing the requirements in Section A, and explaining their mitigating circumstance.

- Given the timing of the transcripts, and the required processing time noted above, students who receive financial aid may not meet SAP for the Fall term and possibly Winter. You will be notified that you do not meet SAP by financial aid and you will need to appeal for Fall and possibly Winter. Be prepared to complete this process.

- For more information, see the Satisfactory Academic Progress policy: http://financialaid.calpoly.edu/_finaid/policies/sap.htm.