

## UCSD EAP NOTES

### *NITTY GRITTY, NUTS & BOLTS, IMPORTANT BUREAUCRATIC ISSUES*

#### **CREDIT and FINAL EXAMS FOR EAP COURSES:**

- 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.
- Bring originals or copies of all overseas course documentation home with you (syllabi, papers, exams, notes). 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.
- You must petition for specific credit upon return from abroad if you plan to apply your courses to your major, minor or GE requirements.
- **You must complete all coursework and exams before leaving the host institution or Study Center.** Unless there is an emergency situation, such as an extreme health situation, a safety or security threat, or closure of the university, you may not take final exams in the U.S. or leave the program before completing final assessments. Some programs are designed to end before the official end of the host institution term, in which case you would be instructed by the Study Center on how to arrange the completion of your courses.

#### **ENROLLMENT HERE AT UCSD WHILE ABROAD:**

- While abroad, you will remain registered here at UCSD in EAP 100 for 16 units. The EAP staff will take care of your enrollment each quarter that you are abroad. Registrar's Office will place an RGSS HOLD on your account when registering you in EAP 100, this HOLD will be released before you return to UCSD and your subsequent enrollment period. **PLEASE DO NOT ENROLL IN CLASSES HERE AT UCSD OR LEAVE DEBTS** (library fines, housing, parking), WHICH WILL PREVENT US FROM ENROLLING YOU IN EAP 100.
- 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!!)**

#### **EAP TRAVEL INSURANCE**

- **Please go to the Insurance tab from the online EAP Pre-Departure Checklist for information on EAP Travel Insurance Coverage, Dates of Coverage, and ACA compliance. You must print your UCEAP Insurance Card from this tab.**
- The UCEAP Travel Insurance policy does not constitute comprehensive health coverage and is not a substitute for the minimum essential coverage as required by the Affordable Care Act (ACA). To ensure your compliance with the ACA while you are abroad, **you are now required to retain your insurance coverage with SHIP or choose an insurance plan that qualifies for a SHIP waiver.** Please refer to the UCEAP Pre-Departure Requirements page on the Study Abroad UC San Diego website for details.

#### **PAYMENT OF EAP FEES & WITHDRAWAL DEADLINES:**

- You are responsible for the payments to EAP. PLEASE check the payment dates on your Student Budget Worksheets/Payment Schedule found on the EAP website on the "Participants" page. If you are a California non-resident, there is an additional fee schedule. You can also view your balance due in your MyEAP account via the "View or Pay Financial Account" section. Any unpaid balances to EAP will result in a hold of your grades.

- If you are on full financial aid, these payments should be covered but check with the Financial Aid Office. **Do NOT make any EAP payments to UCSD. All payments are made directly to the UCEAP Systemwide Office in Goleta.**
- Payments can be made by an electronic check (E-Check), or credit card via your MyEAP account. You may also pay by paper check or money order. If you or your parents do receive a bill from UCSD for any EAP fees, it is an error. Please contact your advisor here at Study Abroad UC San Diego if this happens.
- You can now do a Third-party authorization through MyEAP. This will authorize another party (i.e. your parents) to make payments on your behalf.
- 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 Financial Aid packaging before making a decision. Some programs with Third Party Providers have additional withdrawal dates and financial penalties.

### **FINANCIAL AID:**

- A list of EAP financial aid recipients will be sent to the UCSD Financial Aid Office and they will start repackaging based on EAP departure date. Be sure your financial aid file is complete so that your aid can be packaged for your EAP program. Watch for an email or notification through Tritonlink saying that your aid package has been changed. You will be required to accept your new financial aid package. For EAP students, if you have financial aid, be sure to fill out UCEAP's direct deposit form on your EAP Pre-Departure Checklist under the Money Matters tab.
- EAP Financial Aid advisors: Julie Ta, [taj@ucsd.edu](mailto:taj@ucsd.edu), (for A-M countries); Kathy Nguyen, [kan058@ucsd.edu](mailto:kan058@ucsd.edu) (N-S countries) and Tina Brill, [cbrilli@ucsd.edu](mailto:cbrilli@ucsd.edu) (T-Z countries). Tina can also answer general questions about aid and EAP.

### **WebReg FOR QUARTER RETURNING:**

- The UCSD Schedule of Classes is on Tritonlink (<http://tritonlink.ucsd.edu/>). 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 for your program abroad.

### **HOUSING (ON-CAMPUS) UPON RETURN:**

- You should contact your College Resident Dean now, prior to departure, to discuss your options for on campus housing upon return from abroad. For I-House, the application is on line (<http://ihouse.ucsd.edu/>).

### **WHO TO TURN TO FOR QUESTIONS:**

#### **Pre-departure:**

Start at the Study Abroad UC San Diego office, where you will have your question answered or be directed to the appropriate person/office (college, fin. aid, UCEAP office, etc). You should not contact the EAP Study Center in your host country 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 UCEAP 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. Our office contact info, [abroad@ucsd.edu](mailto:abroad@ucsd.edu), is listed in the EAP General Guide as well.

**DON'T FORGET - Read your EAP General and Program 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 at: [eap.ucop.edu](http://eap.ucop.edu)*.

### ***My Campus EAP Office***

See Campus Representatives at: [studyabroad.ucsd.edu/contact-us/staff/index.html](http://studyabroad.ucsd.edu/contact-us/staff/index.html)

Campus EAP Advisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

### ***My UC Academic Advisors***

Major Department Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

College Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

### ***My UCEAP Systemwide Office Contacts***

See UCEAP Systemwide Office Contact Information at [eap.ucop.edu/ContactUs/Pages/CountryContacts.aspx](http://eap.ucop.edu/ContactUs/Pages/CountryContacts.aspx)

Operations Specialist: \_\_\_\_\_ E-mail: \_\_\_\_\_

Academic Specialist: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Finance Analyst: \_\_\_\_\_ E-mail: [studentfinance@eap.ucop.edu](mailto:studentfinance@eap.ucop.edu)

### ***My Study Center Contacts (this information can be found in your Program Guide)***

UCEAP Study Center Director/Liaison

Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Registration Materials (for term following my return from EAP):*** Access the Schedule of Classes through home campus website.

Projected date the Schedule of Classes becomes available on campus:

\_\_\_\_\_

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:

\_\_\_\_\_