

**PROCEDURAL CHECKLIST GRADED CREDIT COURSES  
Intensive Language Courses by Distance Education**

**Follow these steps to obtain graded NMSU credit for intensive language study by distance education  
(Spanish, Portuguese, French, Japanese)**

**Step 1: Plan Carefully and Early for the Study Abroad Experience**

- Read the How to Plan section of <http://studyabroad.nmsu.edu>. Attend a Study Abroad Fair. Review all the program sites open to NMSU students. Talk to your language instructors or course instructors.

**Step 2: Select the Language Institute Most Likely to Fit Your Language Goals**

- Ask lots of questions and review past participant evaluations of study at specific language institutes (if available): [http://studyabroad.nmsu.edu/Pages/Evaluations/Stat\\_Summary/All\\_STATS\\_Elist.html](http://studyabroad.nmsu.edu/Pages/Evaluations/Stat_Summary/All_STATS_Elist.html).

**Step 3: Obtain Instructor Approval for NMSU Course Enrollment**

- All graded credit language courses are **conducted as distance education** and require the instructor of record to enroll you in the course(s) on the form *NMSU Study Abroad Agreement-International Distance Education (SAA-IDE) form*. For Spanish and Portuguese (Jeff Longwell), French (Dr. Claude Fouillade), and Japanese (Noriko Mommo). Students may enroll in intensive language courses for regular letter grades or for S/U.

**Step 4: Take the Study Abroad Agreement to the Office of Study Abroad.**

- Make an appointment with the Program Facilitator, Cindy Liechti. You will be enrolled in the 101SA-DEN-TC WebCT study abroad orientation course, provided with a Culturegram and safety video, and provided advice on program procedures and costs.
- Pick up and complete the application packet (or on-line application instruction packet) for the language program selected.
- Return the completed application form (or the on-line printed version) to the Office of Study Abroad with any institute application fees, deposits, or documents required by them.

**Step 5: Complete Study Abroad Pre-departure Orientation Requirements**

- Complete the WebCT course and pay the NMSU Standard Application Processing Fee to the Office of Study Abroad by the priority deadlines: **November 1** (for Winter Break or Spring program), **May 1** (for Summer or Fall program).

**Step 6: Complete Arrangements to Attend and Pay for the Program**

- Once admission is confirmed by the selected institute, make sure you have sufficient resources to pay all costs. Students will be billed **\$30 per credit** by NMSU for distance education language credit.
- Make all pre-payments required by a host language institute.
- To use your available NMSU financial aid (scholarships, grants, loans), meet with Study Abroad Representative in the Office of Financial Aid, Educational Services Building.

**Step 7: Complete Individual Travel Arrangements**

- Make your own travel arrangements** early to obtain low fares. Contact the host institution for advice on how to travel to their site and how they will handle your arrival. Ask the Program Facilitator for a list of students planning to study at the same institute and same time if you want to arrange travel with other students.
- Obtain a passport (apply early since it can take up to 8 weeks), a student or tourist visa (if required), and all other documents required for international travel. Find out early at [www.embassy.org/embassies](http://www.embassy.org/embassies) if a student visa is required and apply early. **You must have a passport to apply for a student visa and passports are now required for air travel to Canada and Mexico. You will need a government issued ID (drivers license) plus birth certificate if traveling by land.**
- If applicable, obtain name, address, and phone # of host family and official contact at the language institute (these should be sent directly to you by e-mail from the institute). Make sure you know your housing and meal arrangements and airport/bus station arrival arrangements before departing, and know what the refund and contract terms are.
- Exchange dollars for enough local currency to travel with before departing (or at the airport exchange services upon arriving in country).

**Step 8: Travel to Site and Study**

- Present passport at port of entry and obtain tourist permit if student visa was not required.
- Attend classes and fulfill course requirements set forth by the NMSU instructor of record, including any on-line assignments.
- Notify institute's Program Director if you have any problems, especially in regard to course instruction, family placement or other housing problems, and safety and health concerns.

**Step 9: Notify Institute Director to Submit Evaluations by Deadlines (applies to language courses only)**

- Notify institute during your last week to prepare a course evaluation, certificate, or transcript document, which will be given to you in a sealed envelope or sent by the institute to the Office of Study Abroad. The course instructor may accept a faxed copy to determine a grade. These must be presented to the course instructor on time in order for grades to be reported by semester deadlines.

**Step 10: Complete Post Program Evaluation of Experience**

- Complete the *NMSU Final Evaluation Survey-Intensive Language Courses*. *Grades may not be posted by the instructor until the paper-based or pdf version of the survey is completed and submitted to the Office.*

## **NMSU Intensive Language Institute Programs for Graded Distance Education Credit** **(<http://studyabroad.nmsu.edu>)**

NMSU has affiliated with intensive language institutes that provide opportunities to study languages taught at NMSU. Students contract with the Department of Languages and Linguistics to receive credit based on the following formula: 100 hours instruction = 4 credits @ 100 level (beginner); 50 hours instruction = 3 credits @ 200-300 level (intermediate to low advanced).

***Study at language institutes unaffiliated with a university is limited to Summer and Winter Break unless approved for exception by the Department of Languages and Linguistics. University affiliated language institutes are noted by\*. During Fall and Spring semesters students are advised to seek out university exchange programs that provide intensive language study.***

### **Spanish:**

- **\*CEE-Cursos Para Extranjeros** (U Málaga affiliated, Málaga, Spain, <http://www.uma.es/estudios/extranj/extranjeros.htm>)
- **CPI-Centro Panamericano de Idiomas** (Heredia and Monte Verde, Costa Rica, [www.cpi-edu.com](http://www.cpi-edu.com))
- **Cuauhnhuac Language Institute** (Cuernavaca, Mexico, [www.cuauhnhuac.edu.mx](http://www.cuauhnhuac.edu.mx))
- **Fenix Language Institute** (Zacatecas, Mexico, [www.fenixlanguageinstitute.com](http://www.fenixlanguageinstitute.com))
- **ICO-Instituto Cultural de Oaxaca** (Due to political unrest, check before applying to ICO) (Oaxaca, Mexico, [www.instculturaloax.com.mx](http://www.instculturaloax.com.mx))
- **\*PIEE-Programa Internacional de Español para Extranjeros** (U. Málaga affiliated, Ronda, Spain, [www.rondapiee.com](http://www.rondapiee.com))
- **Proyecto Linguistico** Quetzaltenango, Guatemala, [www.hermandad.com](http://www.hermandad.com))
- **\*UPO-Universidad de Pablo Olavide\*** (Spanish, Sevilla, Spain, <http://www.upo.es/intl/>; summer exchange program only. Fall and Spring is available as an exchange for transfer credit only.)
- **Xelaju** (Spanish, Quetzaltenango, Guatemala, [www.casaxelau.com](http://www.casaxelau.com))
- **BridgeAbroad** (<http://www.bridgeabroad.com>)
- **NRCSA-National Registration Center for Study Abroad** ([www.nrca.com](http://www.nrca.com))

### **\*Portuguese:**

- **BridgeAbroad** (<http://www.bridgeabroad.com>)
- **NRCSA-National Registration Center for Study Abroad** ([www.nrca.com](http://www.nrca.com))

### **French:**

- **AFlyon** (French-Lyon, France, <http://www.aflyon.org/>)
- **IP-Institut Parisien** (French, Paris, France, [www.institut-parisien.com/home.htm](http://www.institut-parisien.com/home.htm))
- **BridgeAbroad** (<http://www.bridgeabroad.com>)
- **NRCSA-National Registration Center for Study Abroad** ([www.nrca.com](http://www.nrca.com))

### **Japanese:**

- **KCP** (Japanese, Tokyo, Japan, [www.nmstate-japan.com](http://www.nmstate-japan.com))
- **BridgeAbroad** (<http://www.bridgeabroad.com>)
- **NRCSA-National Registration Center for Study Abroad** ([www.nrca.com](http://www.nrca.com))

*Disclaimer: None of the intensive language institutes used in this program are in any way divisions or subsidiaries of New Mexico State University. NMSU is not responsible for students' travel to the host site, for study at the foreign institute, for their housing and meal arrangements, or for their well-being in the foreign country. NMSU is willing to facilitate acceptance at these institutes and accept transfer of credits from them or to arrange for graded NMSU credit by distance education if all relevant study criteria established by the Department of Languages and Linguistics are met by NMSU students.*