



UC DAVIS
Study Abroad
A part of Global Affairs

Seminars Abroad Guide



2020

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Dates and Deadlines

	Spring 2020	Antarctica 2020	Fall 2020
Enrollment opens	Sep 26	Jan 8	Apr 29
Information Sessions	Oct - Dec	Jan - Mar	Apr - Jun
Program is "confirmed" (once a program meets the minimum enrollment)	Oct - Dec	Feb - Apr	May - Jul
Book your airfare (when program is "confirmed")	Oct - Dec	Feb - Apr	May - Jul
Study Abroad Award Deadline	Nov 6	Mar 3	May 19
Last day to enroll for open programs	Dec 6	Apr 3	Jun 19
Liabe for 50% of the Accommodations and Services Abroad Fee (see Cancellation Policy)	Dec 14	Apr 11	Jun 27
Course registration	Feb - Mar	May	May - Oct
Final day to submit outstanding health clearance and/or passport copy	Jan 6	May 8	Jul 17
Liabe for 100% of the Accommodations and Services Abroad Fee and Seminars Abroad Fee (see Cancellation Policy)	Jan 11	May 9	Jul 18
Post-Enrollment Due	Jan 24	May 8	Jul 17
Pre-Departure Orientation	TBD	TBD	TBD
All Seminars Abroad Fees Due	Mar 15	Sep 15	Sep 15
Students waitlisted and enrolled in an alternate program dropped from waitlist	N/A	N/A	Jun 26
All students dropped from waitlist	Jan 10	May 8	Jul 17

1. Policies and Procedures

Eligibility Requirements

To be eligible to participate in a Seminars Abroad program, you must meet the following requirements from the date of enrollment through the program end date:

- Be a registered student at UC Davis;
- Be in good academic standing with a GPA of 2.0 or higher;
- Be in good disciplinary standing; and
- Meet any program specific requirements or prerequisites (see individual program pages for details)

Seminars Abroad Program Enrollment

To enroll in a Seminars Abroad program, you need to:

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. Double check that your upload documents are correctly attached and your enrollment is complete.
6. Starting on the day enrollment opens, complete all steps of the Enrollment section, pay your \$300 (non-refundable) deposit, and submit your enrollment.

First-Completed, First-Reserved Policy

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

Checking Your Enrollment Status

Log into your [Study Abroad account](#) to review your enrollment status. 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 non-refundable deposit does not mean you have submitted your enrollment.* Study 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 or four weeks to review. Once it has been reviewed, your account will show your updated status. You are not yet saved a spot in the program but you are subject to the [cancellation policy and deadlines](#).
- **Submitted-Incomplete:** You submitted your enrollment, but it is incomplete. A spot in the program has **NOT** been saved for you. Contact Study Abroad to verify which documents are missing and submit them to seminarsabroad@ucdavis.edu as soon as possible to reserve your spot in a program.
- **Enrolled-Conditional:** Study 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 deadlines](#).
 - **Disciplinary Clearance:** Your disciplinary clearance is in review.
 - **Academic Review:** Study Abroad may be contacting you if you do not meet the prerequisites for your program.
- **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 deadlines](#). Check your email regularly to monitor program announcements, updates on the Pre-Departure Orientation, and program confirmation.
- **Waitlisted:** You have been waitlisted in your program. For additional information, see the Waitlist Status section below.

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- **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 below. Only available for Fall programs (excluding Antarctica).
- **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; and**
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 Study Abroad moves to the next person on the waitlist. If you have made other plans but are still on the waitlist, please email seminarsabroad@ucdavis.edu and ask to be removed from the waitlist. Study Abroad will refund your deposit if you do not accept a spot in the program and you are not already enrolled in an alternate program.

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

Study 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 Study Abroad while space is still available in alternate programs.

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

Yes—enrolling in an alternate program is available for Fall programs only (excluding Antarctica). 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 Study Abroad. You may only select an alternate program that is the same program type. Enrolling in an alternate program is only available if there are multiple programs of the same program type offered during the same term and enrollment cycle.

You are subject to the Seminars Abroad cancellation policy and deadlines 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 June 26, 2020 (Fall programs only). After June 26, 2020 participants enrolled in an alternate program will be removed from all waitlists. Enrolling in an alternate program is not an option for Seminars Abroad Spring or Antarctica.

Checking the Status of your Program

- **Confirmed:** The program meets all requirements to run. Instructions for purchasing your airfare and preparing for travel will be sent to the program listserv.
- **Unconfirmed:** The program has not yet met all requirements to run. You will receive a “program confirmation” email when your program is confirmed. This email will include instructions for travel so that you can purchase your airfare. **Do not purchase airfare until your program is confirmed, and you have been given instructions to do so by your Program Coordinator.**

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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 enrollment cycle.
- **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 Open:** The program is full but waitlist space may be available.
- **Full – Waitlist Closed:** The program is full and waitlist space is NOT available.
- **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 Study Abroad Participant Contract

UC Davis Seminars Abroad programs allow 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 **Study Abroad Participant Contract**, a contract between you and Study Abroad, which is part of the online enrollment.

Upon enrollment in a Seminars Abroad program, you will agree to certain terms and conditions. These terms are defined in the Study 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 Study Abroad for a clarification of the terms.

IMPORTANT

Violation of the Study 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 sign and complete an official Cancellation/Withdrawal Form.*** You must request the form via email by contacting seminarsabroad@ucdavis.edu.

Cancellations/Withdrawals are effective the date the form is received by Study Abroad and NOT the date the form is requested. Postmarks will not be used to determine the effective date. If a student fails to officially cancel from the program, they will be charged all program fees. There are no refunds for non-attendance.

All cancellations are subject to the Cancellation Policy and Deadlines (below). Note: The cancellation policy is on the website, Program Specific Guide, and Study Abroad Participant Contract.

Seminars Abroad Cancellation Policy and Deadlines:

- **The \$300 deposit is NOT refundable under any circumstance.**
- If you cancel from **December 14, 2019** through **January 10, 2020** for Spring programs, or from **April 11, 2020** through **May 8, 2020** for Antarctica, or from **June 27, 2020** through **July 17, 2020** for Fall programs, you will be charged and liable for:
 - \$300 non-refundable deposit;

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- 50% Accommodations and Services Abroad Fee (amount varies by program)
 - The fee for your program is listed under “Cost” on the program’s web page.
- If you cancel on or after **January 11, 2020** for Spring programs, or on or after **May 9, 2020** for Antarctica, or on or after **July 18, 2020** for Fall programs, you will be charged and liable for:
 - \$300 non-refundable deposit;
 - 100% Accommodations and Services Abroad Fee (amount varies by program);
 - The fee for your program is listed under “Cost” on the program’s web page.
 - Seminars Abroad Fee

FEE	IF CANCELLATION/WITHDRAWAL FORM IS RECEIVED		
	Spring 2020: From enrollment submission through December 13, 2019 Antarctica 2020: From enrollment submission through April 10, 2020 Fall 2020: From enrollment submission through June 26, 2020	Spring 2020: December 14, 2019 through January 10, 2020 Antarctica 2020: April 11, 2020 through May 8, 2020 Fall 2020: June 27, 2020 through July 17, 2020	Spring 2020: On or after January 11, 2020 Antarctica 2020: On or after May 9, 2020 Fall 2020: On or after July 18, 2020
Seminars Abroad Deposit	100% Charged / Not Refunded	100% Charged / Not Refunded	100% Charged / Not Refunded
Accommodations and Services Abroad Fee (varies by program)	100% Refund	50% Charged / Not Refunded	100% Charged / Not Refunded
Balance of Seminars Abroad Fee	100% Refund	100% Refund	100% Charged / Not Refunded

Withdrawal from a Seminars Abroad program

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

IMPORTANT

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.

Cancellation of a Program by Study Abroad

Study 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 a Seminars Abroad program.

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

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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 receiving an “F” in all your courses and possibly 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 Information

For communication purposes it is absolutely imperative that UC Davis Study Abroad has both your current campus and permanent mailing address and telephone number on file. Please keep this, and other personal information, up to date in your Study Abroad account. You must also check your UC Davis email address regularly to be sure you do not miss any important information sent by Study Abroad.

Academic Information

Grades

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

Grades from your Seminars Abroad program become part of your academic record at UC Davis and appear on your official transcript. 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.

- **Pass/No Pass (P/NP):** UC Davis policies for taking courses P/NP apply to 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 Seminars Abroad programs.

2. 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 a Seminars Abroad program), 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:

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- 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 will be able to view your fees 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 Study 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 Payment

Study Abroad has an incremental billing schedule. Note: the billing schedule is not the same as the [cancellation policy and deadlines](#).

All fees due March 15 (for Spring programs) and September 15 (for Fall programs, including Antarctica)

- Due upon enrollment: the \$300 non-refundable deposit, paid by credit card online.
- Billing Period: February 15 – March 15 (for Spring programs); August 15 – September 15 (for Fall programs, including Antarctica)
 - Accommodations and Services Abroad Fee
 - Billed to student's account in February (for Spring programs) or August (for Fall programs, including Antarctica)
 - Seminars Abroad Fee
 - \$500 (\$300 non-refundable deposit goes toward this fee)
 - Billed to student's account in February (for Spring programs) or August (for Fall programs, including Antarctica)

Making Payments

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

How to Log into MyBill

- Go to [MyBill](#)

Students:

- Log in using your Login ID and Kerberos passphrase.
- 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 into [MyBill](#) (see instructions above)
- Click on "Make a Payment"
- Click on "Pay"
- Select payment option and proceed with the payment
- **Note:** Payments can be made from your checking account or credit card. Credit Card payments are accepted through MyBill only and a 2.85% service fee (a minimum fee of \$3) will apply to all credit card payments. The fee is non-refundable and processed through a third-party: TouchNet PayPath.

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Paying by Mail

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

Mailing Address for USPS:

Cashier & Payment Solutions Office
University of California
PO Box 989062
West Sacramento, California 95798-9062

Send UPS/FedEx to:

Cashier & Payment Solutions Office
1200 Dutton Hall
One Shields Ave
Davis, California 95616

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

Not paying your fees can have serious repercussions such as a hold on your account, being dropped from classes for non-payment, being assessed a late fee, and being sent to a collections agency.

Estimated Personal Expenses

Your program's "Cost" page 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. A ***budgeting worksheet*** is provided to you on the Study Abroad website to help you budget and anticipate your financial needs.

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, UC Davis, or UC Davis Study 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

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

Important information 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 on-campus. You must submit the FAFSA or Dream Act Application and follow all of the other regular steps for getting your aid processed.

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- Study Abroad will notify the Financial Aid Office of your participation in a Seminars Abroad program 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 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 abroad 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 for 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 UC Davis Login ID and Kerberos passphrase. 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.**

If you have questions regarding this service, contact myaccount@ucdavis.edu or call (530) 752-3646.

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 a Seminars Abroad program 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.

UC Davis Financial Aid and Scholarships Office Contact

1100 Dutton Hall

One Shields Avenue

Davis, CA 95616-8596

Office Hours: 10am-2pm Monday-Friday

Telephone: 530-752-2390 (9am-4pm Monday-Friday)

Hearing Impaired: Dial 711 for CRS

Fax: 530-752-6667

Submit questions and documents online at [Contact an Expert](#)

Website: financialaid.ucdavis.edu/undergraduate

3. Post-Enrollment

Post-Enrollment Deadlines

After you are enrolled, there are further steps to take in preparation for your Seminars Abroad program. For planning and safety reasons, it is important to complete the steps by the specified deadlines for your program (see dates below). As indicated in the Study Abroad Participant Contract, if you do not provide information and material on time, you could be withdrawn from the program and still be liable for fees.

Spring 2020

- Photo and Passport Upload: January 6th
- Health Clearance Upload: January 6th
- Allergies and Dietary Information: January 24th
- Request Disability Accommodations: January 24th
- Request a Roommate: January 24th
- Background Questionnaire: January 24th
- Travel Itinerary: January 24th
- Online Informational Tutorial: January 24th
- Submit Your Post-Enrollment: January 24th

Antarctica 2020

- Photo and Passport Upload: May 8th
- Health Clearance Upload: May 8th
- Allergies and Dietary Information: May 8th
- Request Disability Accommodations: May 8th
- Request a Roommate: May 8th
- Background Questionnaire: May 8th
- Travel Itinerary: July 17th
- Online Informational Tutorial: May 8th
- Submit Your Post-Enrollment: May 8th

Fall 2020

- Photo and Passport Upload: July 17th
- Health Clearance Upload: July 17th
- Allergies and Dietary Information: July 17th
- Request Disability Accommodations: July 17th
- Request a Roommate: July 17th
- Background Questionnaire: July 17th
- Travel Itinerary: July 17th
- Online Informational Tutorial: July 17th
- Submit Your Post-Enrollment: July 17th

Online Informational Tutorial

Once enrolled, each student will be able to access the Online Informational Tutorial in their Study Abroad account. The Online Information Tutorial reviews important program resources and information for travel preparation, and covers the Student Handbook, Program Specific Guide, Pre-Departure Orientation, Health and Safety, and cultural awareness.