



Office for Study Abroad

Directions – The Office for Study Abroad has created an online Course Approval Transfer Credit System (CATS) to help facilitate transferring your courses from abroad.

Please note: To access the CATS system, you must be using (1) an on-campus internet connection or (2) you may download GW’s easy-to-use Virtual Private Network (VPN) onto your PC or Mac: <https://it.gwu.edu/vpn>

To have your courses reviewed for transfer credit, please access the CATS homepage with the following personal information:

Log In:

Website: go.gwu.edu/CATS

User Name: EAD\YOUR NETID

(example: EAD\gwashtington)

Password: YOUR PASSWORD

(Your regular NetID Password)

Home Page

After logging in, you will be brought to your home page. All of GW CATS’ main functions can be found in the Student Links box on your home page. To submit a *Course Approval Request*, please click on the first button on the left as indicated in the photo below.



Course Approval Request Page: General Information Section

The screenshot shows a web interface for submitting a course approval request at The George Washington University. At the top, there are tabs for 'BROWSE' and 'EDIT', and a toolbar with icons for Submit, Cancel, Paste, Copy, Attach File, and Spelling. A navigation menu on the left includes links like 'Home', 'List of My Team Sites', 'Course Approval Instructions', and 'Submit a Course Approval Request' (highlighted in yellow). The main content area is titled 'Course Approval Request' and features the university's logo. Below the logo is a blue banner with the text 'Please be sure to review the Instructions located here.' The 'General Information Section' contains several input fields: 'Student Name' (filled with 'Washington, George'), 'Student Email' (filled with 'Gwash@gwu.edu'), 'GW School' (a dropdown menu), 'GWID' (filled with 'G111111'), 'Name of Program' (a dropdown menu), 'Semester & Year Abroad' (a dropdown menu), 'Program Country' (a dropdown menu), and 'Program City' (a dropdown menu).

1. Your personal student information should automatically populate (name, GW email address, and GWID).
2. Select your school (e.g., GWSB or SEAS), study abroad program, study abroad country and city from the drop down menus.

Please note that if you are petitioning a program, or if your program, country and/or city does not appear in the drop down menu, you should send a message to the Office for Study Abroad (OSA). In that message, please indicate the information that you would like added to the drop down menu(s). Someone from OSA will contact you once those updates have occurred; at that point, you will be able to submit your course approvals.]

3. Next you will select one of the following three categories related to your course:
 - **Pre-Approved** – This is a course that appears on the Pre-Approved Course List. You must still request credit for the course through this system; no faculty approval will be necessary, but the Office for Study Abroad needs to know that you're requesting credit to complete the process.
 - **New Course** – This is a course that does not appear on the pre-approved course list or you wish to request a different equivalent for a pre-approved course.
 - **Decline Credit** – Please keep in mind that students must transfer a minimum of 12 credits and a maximum of 17 credits from a semester abroad.

General Information Section

Student Name *	Washington, George	Student Email	Gwash@gwu.edu
GW School *	Columbian College of Arts & Sciences	GWID	G111111
Name of Program *	GW Chile	Semester & Year Abroad *	Fall - 2016
Program Country *	Chile	Program City *	Santiago

Course Status * Pre-Approved New Course Decline Credits

Pre-Approved Section

1. A list of pre-approved courses will populate according to your study abroad program.
2. Choose the course title, number and GW Equivalent in the Pre-Approved course detail box. Add any comments (if applicable) and submit.

Course Status * Pre-Approved New Course Decline Credits

Study Abroad Course Title *	Chile: History, Identity and Culture	Course Number Abroad	Please select a value...
GW Course Equivalent Number *	HIST 3701		

New Course Section

If the course does not appear on the Pre-Approved Course List, please select this option and provide the following information:

1. Course title exactly as it appears in the course description and/or, syllabus from your abroad institution. Please do not abbreviate words in the course title. Also, please do not include any numbers in the course title box.
2. Course number (if applicable) **exactly as it appears** in the course description and/or syllabus from your abroad institution. Please do not substitute a GW department abbreviation; list the course as it appears at the host institution.
3. Select the appropriate GW Department that closely aligns with the academic content of the course you are having reviewed. If you take a course with no equivalent or corresponding department at GW, you should seek approval for interdisciplinary credit (IDIS). CCAS students should go to Student Services (Phillips Hall 107) to obtain signature approval. Students enrolled in SEAS, ESIA, or GWSB must obtain approval for IDIS courses from their academic advisor.

4. Provide a link to a syllabus or course description, if available in the “Syllabus URL” box. If you do not have that information as a file, you can attach a document by clicking the “add attachment” prompt.
5. Finally, if there are any special requests or explanations necessary for the department to review your request, please include those in the comments section.
6. Choose submit once these steps have been completed.

The screenshot shows a web form for submitting a course request. At the top, there is a 'Course Status' section with three radio buttons: 'Pre-Approved', 'New Course' (which is selected), and 'Decline Credits'. Below this is a section for 'Study Abroad Course Title' with a text input field containing 'Traditional Animation' and a 'Course Number Abroad' text input field. The 'Course Section' section includes a 'GW Department*' dropdown menu set to 'Fine Arts', a 'Syllabus URL' text area, and an 'Attachments' section with a green plus icon and the text 'Add Attachment'. The 'Comments' section is a large text area containing the text: 'In this course I learned about all the necessary tools and forms to do traditional animation. The class was taught in Spanish and I used Adobe Premeire in spanish.' At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Decline Credits

1. Students must transfer **a minimum of 12 credits** from their experience abroad. Declining credit request that reduce your study abroad credit below 12 credits for the semester will be returned to the student and the student must seek department al approval.
2. If your coursework abroad exceeds 17 credits, you may pay for additional credits earned on a per-credit basis (*please contact your study abroad advisor for further information on this*). If, however, you would like to decline all or some of the credits associated with a course to keep the total to 17 or fewer, you may indicate that in the Decline Credits box. Please list the course and number in the boxes provided and add a comment to explain the request (e.g., “I took an Economics of the EU course while abroad and would like to accept 2 of the 3 credits in order to adhere to the transfer credit guidelines”).

Course Status * Pre-Approved New Course Decline Credits

Study Abroad Course Title * **Course Number Abroad**

Comments
 In this course I learned about all the necessary tools and methods to doing traditional animation. The class was taught in Spanish and I used Adobe Premeire in Spanish.

Adding Additional Courses for Approval

1. When the prompt asks if you would like to submit another course (of any kind), select **OK** to add more courses or **Cancel** if you are done entering your courses. If you select “OK,” your Personal Student Information Section will remain and you will have the option again to select a pre-approved or new course or to decline credit.

teamsites.gwu.edu says:
 Do you want to submit another course? If yes, click OK. If no, click Cancel.

name of Program *

Program Country *

Course Status * Pre-Approved New Course Decline Credits

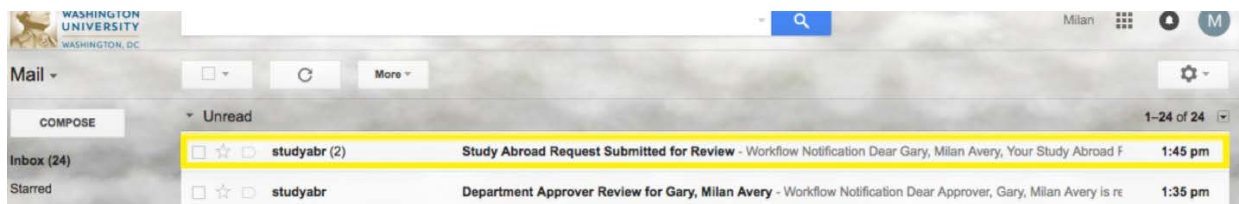
Study Abroad Course Title * **Course Number Abroad**

GW Course Equivalent Number *

Comments

Email Confirmation & Review

1. After Submitting a Course Approval Form, you will receive an email from Studyabr@gwu.edu, notifying you of your submission.



- On your GW CATS 'Home' page, you can also review your Course Approval submission by clicking on 'My Course List'.

THE GEORGE WASHINGTON UNIVERSITY GW CATS
WASHINGTON, DC

Office for Study Abroad GW Passport

Search this site

Home

List of My Team Sites

Course Approval Instructions

Submit a Course Approval Request

Search Pre-approved Courses

My Course List

Department Approver Instructions

Recent

EDIT LINKS

GW CATS

My Workflow Tasks

Item	Workflow	Status	Waiting since	Current action
Traditional Animation	GW Study Abroad Workflow		4/25/2016 1:35 PM	Department Approvers

Student Links

Submit a Course Approval Request

My Course List

Search Pre-approved Courses

Course Approval Instructions

- Within the 'My Course List' page, you can also review the status of all your Course Approval submissions.

THE GEORGE WASHINGTON UNIVERSITY GW CATS
WASHINGTON, DC

Office for Study Abroad GW Passport

Search this site

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List of My Team Sites

Course Approval Instructions

Submit a Course Approval Request

Search Pre-approved Courses

My Course List

Department Approver Instructions

Recent

EDIT LINKS

Course Approval Request

Semester Year Abroad	Name of Program	Study Abroad Course Title	Study Abroad Course Number	Workflow Status	GW Equivalent	Study Abroad Course Title
Fall - 2014	GW Chile	Traditional Animation		Department Approver Review		Traditional Animation
Fall - 2014	GW Chile	Chile: History, Identity and Culture			HIST 3701	Chile: History, Identity and Culture

Add new item

Office for Study Abroad

If you have any questions regarding the process, please contact the Office for Study Abroad by e-mail (studyabr@gwu.edu) or call 202 994-1649.

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studyabr@gwu.edu
studyabroad.gwu.edu/transferring-credit
go.gwu.edu/CATS