

Task	Ed Abroad Responsibility	Student Responsibility	Academic Advisor Responsibility
Program Selection	Program options determined by EA Coordinator upon completion of the EA Advising Request.	Submit Ed Abroad Advising Request. Reply to EA Coordinator regarding program option(s) they want to explore further.	Refer students to Educationabroad@mail.wvu.edu or EA Advising Request. Complete the EA Advisor Form and return to student to submit their EA Advising Request.
Advise on WVU course needs	Refer to academic advisor.		Academic advisor advises student on which WVU courses are needed to continue making progress abroad. They should advise student which courses are not permitted to be taken in transient (if any). They should advise on which areas a student has flexibility to take courses out of catalog order.
Finding courses in host institution catalog	EA Coordinator will instruct student on how to navigate host catalog and what parameters are important to note such as language of instruction, available term(s), campus location, and registration restrictions.	Student is responsible for following EA guidance to find courses that they feel meet their needs. They should raise any questions related to the course offering to EA Coordinator.	Refer students to Educationabroad@mail.wvu.edu for assistance.
Transient Form	Provide basic assistance and troubleshooting related to transient forms and their submission. Refer to Registrar@mail.wvu.edu for more technical assistance.	Student is responsible for completing transient form based upon course registration, or intended registration, abroad. Student must provide completed form to academic advisor for submission.	Submit completed transient form to OUR through online system here .
Course Equivalency Requests	EA Coordinators can assist students with acquiring syllabi for courses from partner institutions that they wish to have evaluated for WVU equivalency. EA Coordinators will also instruct students on how to use the TERR system.	Student is responsible for submitting request in TERR system.	Refer students to Educationabroad@mail.wvu.edu for assistance.
Determine Degree Pursuance	Refer to academic advisor.		Only the academic advisor/department can determine if a course is Degree Pursuant.
Request Final Transcript	EA Coordinators can assist students with instructions for requesting a transcript from partner institution.	Student is responsible for requesting a final transcript from host institution to be sent to International Admissions for processing of transient credits.	Refer students to Educationabroad@mail.wvu.edu for instructions on requesting a transcript. Refer students to InternationalAdmissions@mail.wvu.edu for updates