



HACC Center for Global Education

One HACC Drive, C217, Harrisburg, PA 17110

Phone: 717.780.3277 Fax: 717.780.2436

Email: studyabroad@hacc.edu

6 Easy Steps to Your HACC Short-Term, Faculty-Led Travel Course Experience!

1. Apply to Your Preferred Travel Course

- Apply online at <https://hacc.abroadoffice.net> by creating an account and applying to a specific travel course
- Application reviews are generally completed by the program leaders within one week of submission; students can monitor their status with the course by checking their account at hacc.abroadoffice.net

2. Enroll with Your Program Fee Deposit

- Secure your spot in the course by submitting all enrollment paperwork and payment of a \$300 non-refundable deposit (applied to your program fee)

3. Plan for Your Course and Travel

- Apply for your U.S. passport and complete your vaccinations (if applicable)
- Secure your Financial Aid and apply for *travel scholarships
*Applying for scholarships does not guarantee selection and receipt of funds
- You will receive program specific details by email from the Center for Global Education Staff and your program's Faculty Leader

4. Attend Your Orientations & Class Meetings

- Orientations and class meetings are scheduled per program on campus and/or online

5. Travel with Your Program!

6. Complete Your Academic Coursework

- Class meetings and course assignments are arranged per course by your Faculty Leader.

Start Here – Go Anywhere!



HACC 2018-19 Faculty-Led Travel Courses Frequently Asked Questions

What are Faculty-led travel courses? They are college academic courses taught by HACC faculty and include academic and travel components.

What are the course and travel dates? All travel takes place over breaks and summer sessions with course meetings scheduled before and after you travel. The average duration of travel is 2 weeks however the amount of time will vary by program.

How do the credits apply to my degree? Course credits apply to your major or one of the general education core categories. Please review your curriculum sheet and confirm with your academic advisor if you have any questions.

How many academic credits will I earn? There is a growing variety of programs, so academic credits depend on the course and academic department and range from 3 to 4 credits.

Can I use Financial Aid? Yes. Financial aid can be used to cover travel course fees. You will need to schedule an appointment with your campus Financial Aid Office to review your specific circumstances, funding limits, etc. To find the Financial Aid office near you go to: <http://www.hacc.edu/Paying/ContactFinancialAid/index.cfm>.

Are there scholarships available? Yes. HACC Foundation offers study abroad scholarships. To apply for scholarships offered through HACC Foundation go to: <https://hacc.academicworks.com/>. **The deadline to apply for scholarships for the 2019 spring term is Sept. 19, 2018.**

What does the Program Fee Cover? Generally program fees include the following: HACC academic course credits, airfare/ground transportation, housing, some or most meals, admission to sites & attractions included in the itinerary and travel insurance (for international travel only). Please refer to each program for specific details.

What is not covered in the Program Fee? Passports, required textbooks, spending money, immunizations (if applicable), some meal costs, and activities not scheduled on the program itinerary. Please refer to each program for specific details.

How does course registration work? Course registration for travel courses is handled directly by the Center for Global Education (CGE) staff. Students must apply for participation through <https://hacc.abroadoffice.net>. If approved for participation and once all enrollment documents are submitted, CGE staff will enroll you in the course. CGE staff will keep you updated by email (HACC Hawkmail only) on the process.

What is the payment schedule? A \$300 non-refundable deposit is due at time of enrollment. The remaining program fee balance, less the \$300 deposit, is due no later than 45 days prior to the originating travel dates. Accommodations can be made for confirmed scholarship awards and financial aid disbursements with prior written arrangement with the Center for Global Education.

Any Additional Questions: Please contact the Center for Global Education; studyabroad@hacc.edu; 717-780-3277; C217 (Harrisburg Campus).