Interoffice Communication

TO: Academic Advisers

FROM: Allison Severson  
National Student Exchange  
1080 Hixson-Lied Student Success Center

RE: Advising of Students Participating in National Student Exchange

Your advisee has arranged placement at another college or university as part of the National Student Exchange program. This is a wonderful opportunity for students to experience a different part of the United States while attending one of 180 NSE member colleges and universities. The student can tell you at which institution they have been placed and the duration or term of exchange. Catalogs for institutions are available at nse.org.

Your student will appreciate your assistance in the following areas:

• Determining what classes they need to complete during the term of exchange.
• Finding equivalent courses at the host exchange institution. Please assist with selection of alternate courses, as some courses may have limited enrollment.
• Ensuring that the student has the appropriate prerequisites for courses that they plan to take while on exchange.
• Defining the transferability of semester vs. quarter hours, if needed.
• Completing and signing the attached NSE Advising Agreement. This is a formal agreement with the student that courses completed under the agreement are applicable toward his or her degree at Iowa State University.

Students may need to contact you from the host institution if they need to alter their schedule while on exchange. Please discuss methods of communication that will best fit your needs.

Thank you for assisting our National Student Exchange participants. If I may provide further information, please contact me at 294-6479 or allisons@iastate.edu.

Attachment