

HARVARD UNIVERSITY
Faculty of Arts and Sciences
Office of International Education
77 Dunster Street
Cambridge, MA 02138

StudioAbroad Helpline:
617.495.4587



Questions about StudioAbroad?
Email: ois@fas.harvard.edu

StudioAbroad
studyabroad.fas.harvard.edu

Quick Reference Guide for Concentration Advisers

StudioAbroad is the on-line system used by students to apply for Harvard degree credit for study abroad. Administrators and faculty use StudioAbroad to approve concentration and elective credit.

There are 3 phases of StudioAbroad:

- Pre-Decision (before students leave campus)
- Abroad (when students are abroad)
- Return (when students return to campus)

Applications have a status coinciding with these three phases. They are called:

- New
- Abroad
- Return

PRE-DECISION PHASE (students on campus, pre-departure)

As part of their on-line application for credit, students are asked to print out one form that will require your signature. This process is designed to ensure you have the opportunity to meet with concentrators planning to study abroad.

- This form (Approval of Term-Time Study Abroad Plan) lists suggested and/or tentative courses **only**. Students will make final course selections once abroad, during the add-drop period of their study abroad program.
- Students are required to meet with you first to receive your approval and signature; they schedule an additional mandatory meeting with their Resident Dean after meeting with you.

- After students receive both your approval and signature, and the Resident Dean's, they are instructed to return the form to the Office of International Education.
- ***It is not necessary to access the on-line system prior to students' departures!***

ABROAD PHASE (while students are abroad)

When students are in their add-drop period abroad, they select courses and fill out the on-line **Abroad Course Enrollment** form. When your concentrators request concentration credit, you will be notified via email by the on-line system. Please note: this email will contain step-by-step instructions on how to pre-approve abroad courses.

- 1) Log in to StudioAbroad [studyabroad.fas.harvard.edu].
- 2) Click on Shared Queries. (Queries will be set up by OIE.)

The screenshot displays the StudioAbroad administration interface for Harvard College. The page title is "Office of International Education" and "Harvard College". The user is logged in as "Daphne Maramaldi". The main content area is titled "Administration : Home" and contains a tip box with a red question mark icon and the text: "Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system settings." Below this tip box are four buttons: "Share Queries", "Share Reports", "Query Watches", and "Manage Folders". A blue arrow points to the "Share Queries" button. Below the tip box is a section titled "My Queries & Reports" which contains a "Saved Queries:" section with two items: "TEST" and "Shared Queries". To the right of this section is a "My Notes" section. The left sidebar contains a list of navigation links: Applicant, Profile Admin, Applicant Admin, Program Admin, Process Admin, Website Admin, Staff Admin, System Settings, and Maintenance.

3) Click on the shared query entitled “[Concentration], Status: Abroad, Concentration PRE-approval needed.” You will see a list of your concentrators who are requesting concentration credit.

Office of International Education
Harvard College

PROGRAMS | DEADLINES | LOGIN
Applicant Home | Admin Home | User: Daphne Maramaldi

Administration > Home

Administration : Home Hide Tips

Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system settings.

Share Queries Share Reports Query Watches Manage Folders

My Queries & Reports

Saved Queries:

TEST

Shared Queries

- Literature, All concentrators
- Literature, All joint concentrators
- Literature, Status: Abroad, Concentration PRE-approval needed**
- Literature, Status: Return, Concentration FINAL approval needed

My Notes

4) Click on the student application.

Office of International Education
Harvard College

PROGRAMS | DEADLINES | LOGIN
Applicant Home | Admin Home | User: Daphne Maramaldi

Administration > Concentration PRE-approval needed

Administration : Concentration PRE-approval needed Hide Tips

Following are the results of your saved search.

Options: Progress Audit:

Results for saved query "TEST, Status: Abroad, Concentration PRE-approval needed"
You searched for all **outgoing** applicants that have applied for the term **Spring 2011-2012**, that have a status of **abroad**, that have the questionnaire **Concentration Course PRE-Approval** marked as **incomplete**.

Group your results by:

Name	Status	Program	Term
Barber, Melissa Joy	Abroad	Harvard Social Studies at King's College (ID 8057)	Spring, 2011-2012
Beram, Tammy Elizabeth	Abroad	Berlin Consortium for German Studies (ID 7983)	Spring, 2011-2012
Chong, Marlee Man Ting	Abroad	Harvard College Europe Program (ID 7914)	Spring, 2011-2012
French, Truman Nicholas	Abroad	Pontificia Universidade Católica (ID 8081)	Spring, 2011-2012
Glootz, Paul	Abroad	Harvard College Exchange at Institut d'Etudes Politiques/Sciences-Po (ID 8069)	Spring, 2011-2012

5) Go to the Questionnaires tab.

6) Under the While Abroad banner, click on "Abroad Course Enrollment."

Process Admin
Staff Admin
System Settings
Maintenance

Barber, Melissa Joy [Edit Profile](#)

Created: 09/27/2011 (by Applicant)
Last Updated: 08/28/2012 @ 12:00:00 AM
Last Viewed by Applicant: 08/28/2012
ID# 8057: no label [\(Edit\)](#)

Harvard Social Studies at King's College
(Cambridge)
Spring, 2011-2012
Status: Abroad
Outgoing Applicant

[Overview](#) [Questionnaires](#) [Materials](#) [Reviews](#) [Profile](#) [History Log](#) [Email](#) [Risk Mgt.](#)
[Comments](#) [Recommendations](#) [Status](#) [Journal](#) [Credit Transfer](#)
[Learning Content](#) [Documents](#) [Assessments](#)

Attended Pre-departure
[click to remove tag](#)

Pre-decision (Application)	
Questionnaire Name	Actions
Abroad Program Pre-Approval Form (submitted 09/27/2011) (Version #22)	View Edit Delete
Emergency contact information (submitted 09/27/2011) (Version #21)	View Edit Delete
Mandatory OIP Advising Appointment (submitted 12/02/2011) (Internal-use) (Version #8)	View Edit Delete
Post-decision	
Questionnaire Name	Actions
OIE Advising Contract (submitted 12/05/2011) (Version #1)	View Edit Delete
Program Dates (submitted 11/02/2011) (Version #1)	View Edit Delete
While Abroad	
Questionnaire Name	Actions
Abroad Course Enrollment (submitted 08/28/2012) (Version #59)	View Edit Delete
Concentration Course PRE-Approval (Internal-use) (Version #5)	View Edit Delete
Returnee	
Questionnaire Name	Actions

7) Review the courses for which the student requests concentration credit (indicated a few questions after the course title). Students are required to provide a course description and/or syllabus for each course.

1. Name of Program, City & Country	Harvard Social Studies at King's College in Cambridge
2. TERM-TIME Students: How many credits constitute a full course load at your host institution? In order to earn four half courses of Harvard transfer credit, you must successfully complete the full load of credits or units required by your program or host institution for a term of study. Consult the OIE website for full load details. If the information is unavailable, please contact your program or host institution for clarification.	
4. topics in political theory	
3. Course 1: Title	Media, State, and Society
4. How many credits/units does your study abroad program allot to course 1?	1
5. Credit Request: Would you like concentration, secondary field, language course (this includes all language instruction courses and any courses that may count towards a citation), or elective credit for course 1?	Concentration credit
6. Course 1: Please indicate the language of instruction	English
7. Course 2: Title	Frankfurt School Political Theory
8. How many credits/units does your study abroad program allot to course 2?	1
9. Credit Request: Would you like concentration, secondary field, language course (this includes all language instruction courses and any courses that may count towards a citation), or elective credit for course 2?	Elective credit
10. Course 2: Please indicate the language of instruction	english
11. Course 3: Title	Sociology of Revolutions

- 8) To approve or deny, go back to the Questionnaires tab.
- 9) Under the While Abroad banner, click on the EDIT pencil to the right of "Concentration Course PRE-approval."
- 10) Complete the form.
- 11) Click on the Submit button.

Process Admin
Staff Admin
System Settings
Maintenance

Barber, Melissa Joy [Edit Profile](#)

Harvard Social Studies at King's College
(Cambridge)
Spring, 2011-2012
Status: **Abroad**
Outgoing Applicant

Created: 09/27/2011 (by Applicant)
Last Updated: 08/28/2012 @ 12:00:00 AM
Last Viewed by Applicant: 08/28/2012
ID# 8057: no label [\(Edit\)](#)

Overview Questionnaires Materials Reviews Profile History Log Email Risk Mgt.
Comments Recommendations Status Journal Credit Transfer
Learning Content Documents Assessments

Attended Pre-departure
[click to remove tag](#)

-- Add tag to application --

Pre-decision (Application)

Questionnaire Name	Actions
Abroad Program Pre-Approval Form (submitted 09/27/2011) (Version #22)	
Emergency contact information (submitted 09/27/2011) (Version #21)	
Mandatory OIP Advising Appointment (submitted 12/02/2011) (Internal-use) (Version #8)	

Post-decision

Questionnaire Name	Actions
OIE Advising Contract (submitted 12/05/2011) (Version #1)	
Program Dates (submitted 11/02/2011) (Version #1)	

While Abroad

Questionnaire Name	Actions
Abroad Course Enrollment (submitted 08/28/2012) (Version #69)	
Concentration Course PRE-Approval (Internal-use) (Version #5)	

Returnee

Questionnaire Name	Actions
Concentration Course PRE-Approval (Internal-use)	

12) To communicate with students about all aspects of course approval and credit, click first on the Email tab, then on “Use system email form.”

Administration > Applicant Admin > Application > Email

Application : Email Hide Tips

Use the tabs below to view and change information for this application.

Search Search Results

Barber, Melissa Joy [Edit Profile](#)

Created: 09/27/2011 (by Applicant)
Last Updated: 08/28/2012 @ 12:00:00 AM
Last Viewed by Applicant: 08/28/2012
ID# 8057: [no label \(Edit\)](#)

Harvard Social Studies at King's College
(Cambridge)
Spring, 2011-2012
Status: **Abroad**
Outgoing Applicant

[Overview](#) [Questionnaires](#) [Materials](#) [Reviews](#) [Profile](#) [History Log](#) [Email](#) [Risk Mgt.](#)
[Comments](#) [Recommendations](#) [Status](#) [Journal](#) [Credit Transfer](#)
[Learning Content](#) [Documents](#) [Assessments](#)

Attended Pre-departure
[click to remove tag](#)

-- Add tag to application --

E-mail Options

Users E-mail Address: melissabarber@college.harvard.edu

- Use system e-mail form

This allows you to send messages through the server instead of an external e-mail client.

- Use local email client program

This will open a message window from your locally-installed e-mail software (e.g., Outlook, Eudora), with this applicant's email address in the To: line.

- View email log for this applicant

You can view all email traffic an applicant has received using this option.

Note: If you instruct the student to upload more information, use the “un-submit” button (green arrows icon) to the right of his/her Abroad Course Enrollment form. This will unlock the application and enable the student to resubmit materials.

Process Admin
Staff Admin
System Settings
Maintenance

Barber, Melissa Joy [Edit Profile](#)

Created: 09/27/2011 (by Applicant)
Last Updated: 08/28/2012 @ 12:00:00 AM
Last Viewed by Applicant: 08/28/2012
ID# 8057: [no label \(Edit\)](#)

Harvard Social Studies at King's College
(Cambridge)
Spring, 2011-2012
Status: **Abroad**
Outgoing Applicant

[Overview](#) [Questionnaires](#) [Materials](#) [Reviews](#) [Profile](#) [History Log](#) [Email](#) [Risk Mgt.](#)
[Comments](#) [Recommendations](#) [Status](#) [Journal](#) [Credit Transfer](#)
[Learning Content](#) [Documents](#) [Assessments](#)

Attended Pre-departure
[click to remove tag](#)

-- Add tag to application --

Pre-decision (Application)

Questionnaire Name	Actions
Abroad Program Pre-Approval Form (submitted 09/27/2011) (Version #22)	
Emergency contact information (submitted 09/27/2011) (Version #21)	
Mandatory OIP Advising Appointment (submitted 12/02/2011) (Internal-use) (Version #8)	
Post-decision	
OIE Advising Contract (submitted 12/05/2011) (Version #1)	
Program Dates (submitted 11/02/2011) (Version #1)	
While Abroad	
Abroad Course Enrollment (submitted 08/28/2012) (Version #6B)	
Concentration Course PRE-Approval (Internal-use) (Version #5)	
Returnee	
Questionnaire Name	Actions

13) To write a comment for your own record, use the Comments tab. Although the comments can be seen only by administrators, they become part of the official record.

The screenshot displays the 'Office of International Education' interface for Harvard College. The page title is 'Harvard College' and the user is logged in as 'oipoffice oipoffice'. The navigation menu on the left includes 'Profile Admin', 'Applicant Admin', 'Search', 'Advanced Search', 'Locator Search', 'Change', 'Balances', 'New Application', 'Alumni Information', 'Program Admin', 'Process Admin', 'Staff Admin', 'System Settings', and 'Maintenance'. The main content area shows the 'Application : Comments' tab, which is currently active. A search bar is present with a 'Search' button and a 'Search Results' button. The application details for 'Barber, Melissa Joy' are displayed, including her affiliation with King's College (Cambridge) and her status as an 'Outgoing Applicant'. A navigation bar below the details includes tabs for 'Documents', 'Questionnaires', 'Materials', 'Reviews', 'Profile', 'History Log', 'Email', 'Risk Mgt.', 'Comments', 'Recommendations', 'Status', 'Journal', 'Credit Transfer', 'Learning Content', 'Documents', and 'Assessments'. The 'Comments' tab is selected. Below the navigation bar, there is a section for 'Attended Pre-departure' with a 'click to remove tag' link and a dropdown menu for adding tags. A red message box indicates that no comments have been entered for this application. At the bottom, there is a 'New Comment:' section with a text area and a character count of '4000 characters left'. The page also includes 'Reset' and 'Update' buttons.

RETURN PHASE (when students return)

After students have returned to Cambridge, their abroad transcript has been processed, *and if* they requested concentration credit, you will be notified by the system via email. Please note: this email will give you step-by-step instructions on how to give FINAL approval for abroad coursework.

- 1) Log in to StudioAbroad [studyabroad.fas.harvard.edu].
- 2) Click on the arrow next to Shared Queries to view your shared queries (set up by OIE).

The screenshot shows the 'Administration : Home' page. On the left is a navigation menu with items like 'Applicant', 'Profile Admin', 'Applicant Admin', 'Program Admin', 'Process Admin', 'Website Admin', 'Staff Admin', 'System Settings', and 'Maintenance'. The main content area has a header 'Administration : Home' and a 'Hide Tips' button. Below this is a message: 'Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system settings.' There are four buttons: 'Share Queries', 'Share Reports', 'Query Watches', and 'Manage Folders'. The 'My Queries & Reports' section is expanded to show 'Saved Queries' with a folder icon and 'TEST', and 'Shared Queries' with a folder icon. A blue arrow points to the 'Shared Queries' link.

- 3) Click on the query entitled "[Concentration], Status: Return, Concentration FINAL approval needed." You will see a list of students whose transcripts have arrived and who are requesting FINAL approval for concentration credit.

This screenshot shows the same 'Administration : Home' page, but the 'Shared Queries' section is expanded to show a list of queries. The list includes:

- Literature, All concentrators
- Literature, All joint concentrators
- Literature, Status: Abroad, Concentration PRE-approval needed
- Literature, Status: Return, Concentration FINAL approval needed

 A blue arrow points to the last query in the list.

4) Click on the student's application.

Office of International Education
Harvard College

PROGRAMS | DEADLINES | LOGIN
Applicant Home | Admin Home | User: Daphne Maramaldi

- ▶ Applicant
- ▶ Profile Admin
- ▶ Applicant Admin
- ▶ Program Admin
- ▶ Process Admin
- ▶ Website Admin
- ▶ Staff Admin
- ▶ System Settings
- ▶ Maintenance

Administration ▶ Concentration FINAL approval needed

Administration : Concentration FINAL approval needed Hide Tips

Following are the results of your saved search.

Options: Progress Audit:

Results for saved query "TEST, Status: Return, Concentration FINAL approval needed"
You searched for all outgoing applicants that have applied for the term Fall 2011-2012, that have a status of return, that have the questionnaire Concentration Course FINAL Approval marked as incomplete.

Group your results by: Applicant

Name	Status	Program	Term
Arcy, Jaclyn Conroy	Return	Petition for Program Approval (ID 7613 : Duke University in Madrid)	Fall, 2011-2012
Fainberg, Rebecca Emily	Return	Columbia University - Reid Hall (Paris) (ID 7648)	Fall, 2011-2012
Gallego Romero, Guillermo Hugo	Return	Danish Institute for Study Abroad [DIS] (Copenhagen) (ID 7474)	Fall, 2011-2012
Hansford, Julia Zbranek	Return	Brown University in Bologna (ID 7542)	Fall, 2011-2012
Jayawardena, Binu Pasan	Return	University of Western Australia (Perth) (ID 7650)	Fall, 2011-2012

5) Go to the Questionnaires tab.

6) Under the Returnee banner, click on "Student Transcript." *Remember: non-Harvard transcripts are not distributed to students.*

7) Review his/her courses and grades.

Last viewed by Applicant: 09/20/2011
ID# 7474: no label (Edit)

Guillermo Hugo
Danish Institute for Study Abroad [DIS] (Copenhagen)
Fall, 2011-2012
Status: Return
Outgoing Applicant

Overview | Questionnaires | Materials | Reviews | Profile | History Log | Email | Book Wgt.
Comments | Recommendations | Status | Journal | Credit Transfer
Learning Content | Documents | Assessments

OIP abroad PARTIAL approved (Cathy)
[click to remove tag](#)

Pre-decision (Application)

Questionnaire Name	Actions
Abroad Program Pre-Approval Form (submitted 02/09/2011) (Version #20)	
Emergency contact information (submitted 02/09/2011) (Version #21)	
Mandatory OIP Advising Appointment (submitted 04/01/2011) (internal-use) (Version #6)	

Post-decision

Questionnaire Name	Actions
OIE Advising Contract (submitted 05/24/2011) (Version #1)	
Program Dates (submitted 05/22/2011) (Version #1)	

While Abroad

Questionnaire Name	Actions
Abroad Course Enrollment (submitted 09/20/2011) (Version #68)	
Concentration Course PRE-Approval (submitted 09/14/2011) (internal-use) (Version #5)	

Returnee

Questionnaire Name	Actions
Abroad 101 Evaluation (internal-use) (Version #2)	
Concentration Course FINAL Approval (internal-use) (Version #3)	
Student Transcript (submitted 01/25/2012) (internal-use) (Version #4)	

Note: If you want to be reminded of the courses you pre-approved for concentration credit, leave the transcript open and return to the Questionnaires tab. Under the While Abroad banner, click on "Abroad Course Enrollment" to view the pre-approved courses.

Guillermo Hugo
 Danish Institute for Study Abroad [DIS] (Copenhagen)
 (Copenhagen)
 Fall, 2011-2012
 Status: Returnee
 Outgoing Applicant

Last viewed by Applicant: 09/20/2011
 ID#: 7474.no label (Edit)

[Overview](#) | [Questionnaires](#) | [Materials](#) | [Reviews](#) | [Profile](#) | [History Log](#) | [Email](#) | [Risk Mgt.](#)
[Comments](#) | [Recommendations](#) | [Status](#) | [Journal](#) | [Credit Transfer](#)
[Learning Content](#) | [Documents](#) | [Assessments](#)

OIP abroad PARTIAL approved (Cathy)
[click to remove tag](#)

-- Add tag to application --

Pre-decision (Application)	
Questionnaire Name	Actions
Abroad Program Pre-Approval Form (submitted 02/09/2011) (Version #20)	
Emergency contact information (submitted 02/09/2011) (Version #21)	
Mandatory OIP Advising Appointment (submitted 04/01/2011) (internal-use) (Version #6)	
Post-decision	
Questionnaire Name	Actions
OIE Advising Contract (submitted 05/14/2011) (Version #1)	
Program Dates (submitted 05/22/2011) (Version #1)	
While Abroad	
Questionnaire Name	Actions
Abroad Course Enrollment (submitted 09/20/2011) (Version #63)	
Concentration Course PRE-Approval (submitted 09/14/2011) (internal-use) (Version #5)	
Returnee	
Questionnaire Name	Actions
Abroad 101 Evaluation (internal-use) (Version #2)	
Concentration Course FINAL Approval (internal-use) (Version #3)	
Student Transcript (submitted 01/25/2012) (internal-use) (Version #4)	

- 8) To approve or deny, use the Questionnaires tab.
- 9) Under the Returnee banner, click on the EDIT pencil to the right of "Concentration course FINAL approval."
- 10) Complete the form.
- 11) Click on Submit button.































Guillermo Hugo
 Danish Institute for Study Abroad [DIS] (Copenhagen)
 (Copenhagen)
 Fall, 2011-2012
 Status: Returnee
 Outgoing Applicant

Last viewed by Applicant: 09/20/2011
 ID# 7474: no label (Edit)

Overview | Questionnaires | Materials | Reviews | Profile | History Log | Email | Add tags
 Comments | Recommendations | Status | Journal | Credits | Transfer
 Learning Content | Documents | Assessments

OIP abroad PARTIAL approved (Cathy)
[click to remove tag](#)

-- Add tag to application --

Pre-decision (Application)	
Questionnaire Name	Actions
Abroad Program Pre-Approval Form (submitted 02/09/2011) (Version #20)	  
Emergency contact information (submitted 02/09/2011) (Version #21)	  
Mandatory OIP Advising Appointment (submitted 04/01/2011) (internal-use) (Version #6)	  
Post-decision	
Questionnaire Name	Actions
OIE Advising Contract (submitted 05/24/2011) (Version #1)	  
Program Dates (submitted 05/22/2011) (Version #1)	  
While Abroad	
Questionnaire Name	Actions
Abroad Course Enrollment (submitted 09/20/2011) (Version #68)	  
Concentration Course PRE-Approval (submitted 09/14/2011) (internal-use) (Version #5)	  
Returnee	
Questionnaire Name	Actions
Abroad 101 Evaluation (internal-use) (Version #2)	  
Concentration Course FINAL Approval (internal-use) (Version #1)	  
Student Transcript (submitted 01/25/2012) (internal-use) (Version #4)	  

12) To email the student, click first on the Email tab, then on “Use system email form.”

Office of International Education
Harvard College

PROGRAMS | DEADLINES | LOGIN
Admin Home | User: oioffice oioffice

Administration > Applicant Admin > Application > Email

Application : Email

Use the tabs below to view and change information for this application.

Search Search Results

Gallego Romero, Guillermo Hugo [Edit Profile](#)

Danish Institute for Study Abroad [DIS]
(Copenhagen) (Copenhagen)
Fall, 2011-2012
Status: Return
Outgoing Applicant

Created: 01/25/2011 (by Applicant)
Last Updated: 09/11/2012 @ 12:00:00 AM
Last Viewed by Applicant: 09/20/2011
ID# 7474: no label [\(Edit\)](#)

Overview Questionnaires Materials Reviews Profile History Log **Email** Risk Mgt.
Comments Recommendations Status Journal Credit Transfer
Learning Content Documents Assessments

OIP abroad PARTIAL approved (Cathy)
[click to remove tag](#)

-- Add tag to application --

E-mail Options

Users E-mail Address: guillermo-hugo.gallego-romero@college.harvard.edu

- Use system e-mail form

This allows you to send messages through the server instead of an external e-mail client.

- Use local email client program

This will open a message window from your locally-installed e-mail software (e.g., Outlook, Eudora), with this applicant's email address in the To: line.

[View email log for this applicant.](#)

13) To write a comment (not viewed by students), use the Comments tab.

Office of International Education
Harvard College

PROGRAMS | DEADLINES | LOGIN
Admin Home | User: oioffice oioffice

Administration > Applicant Admin > Application > Comments

Application : Comments

Use the tabs below to view and change information for this application.

Search Search Results

Barber, Melissa Joy [Edit Profile](#)

Harvard Social Studies at King's College (Cambridge)
Spring, 2011-2012
Status: Abroad
Outgoing Applicant

Created: 09/27/2011 (by Applicant)
Last Updated: 08/28/2012 @ 12:00:00 AM
Last Viewed by Applicant: 08/28/2012
ID# 8057: no label [\(Edit\)](#)

Overview Questionnaires Materials Reviews Profile History Log Email Risk Mgt.
Comments Recommendations Status Journal Credit Transfer
Learning Content Documents Assessments

Attended Pre-departure
[click to remove tag](#)

-- Add tag to application --

No comments have been entered for this application.

New Comment:

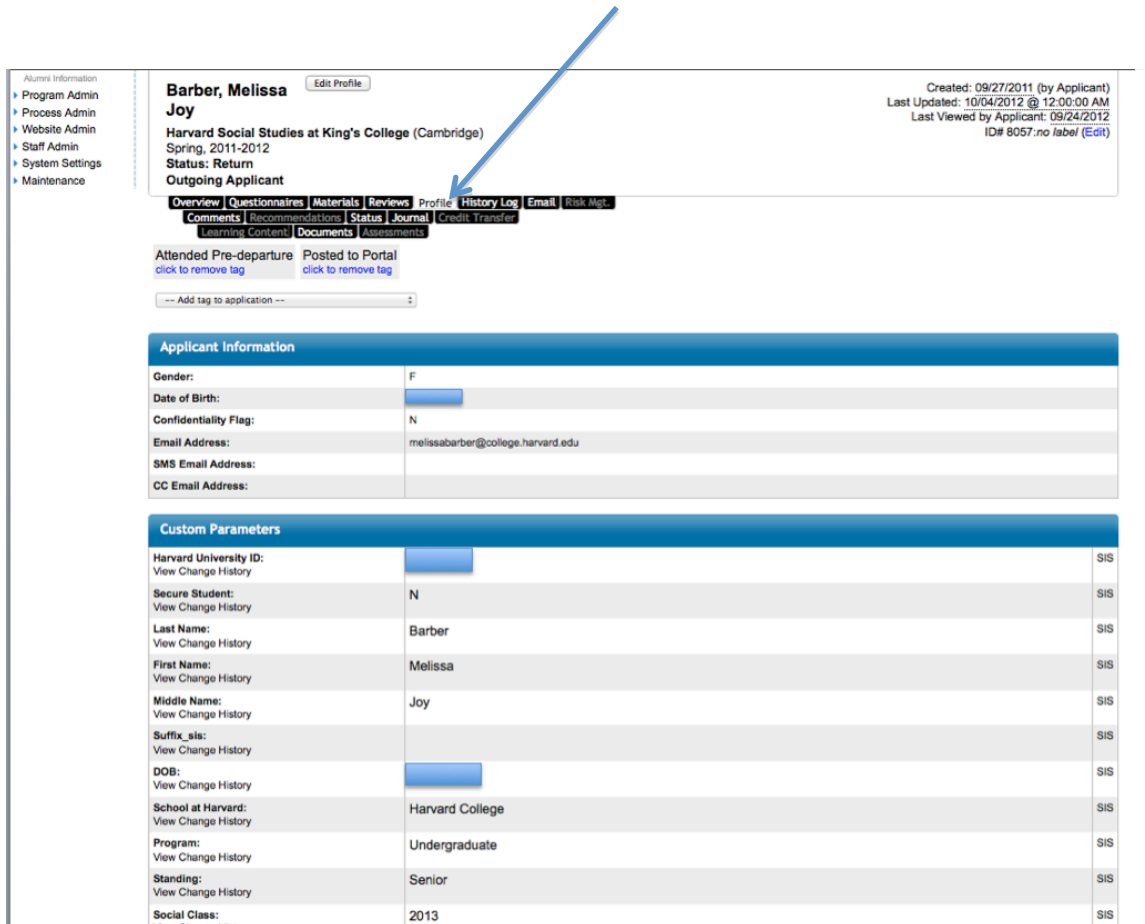
4000 characters left

Office of International Education, FAS, Harvard University
77 Dunster Street, Cambridge, MA 02138, tel. 617 496 2722

Features to Keep in Mind

Tabs under the student's name on the Overview page:

- **Profile:** This holds all the student demographic information, relative to the College, such as House, Concentration, etc.



Alumni Information

- Program Admin
- Process Admin
- Website Admin
- Staff Admin
- System Settings
- Maintenance

Barber, Melissa Joy [Edit Profile](#)

Created: 09/27/2011 (by Applicant)
Last Updated: 10/04/2012 @ 12:00:00 AM
Last Viewed by Applicant: 09/24/2012
ID# 8057.no label ([Edit](#))

Harvard Social Studies at King's College (Cambridge)
Spring, 2011-2012
Status: Return
Outgoing Applicant

[Overview](#) [Questionnaires](#) [Materials](#) [Reviews](#) [Profile](#) [History Log](#) [Email](#) [Risk Mgt.](#)
[Comments](#) [Recommendations](#) [Status](#) [Journal](#) [Credit Transfer](#)
[Learning Content](#) [Documents](#) [Assessments](#)

Attended Pre-departure [click to remove tag](#) Posted to Portal [click to remove tag](#)

--- Add tag to application ---

Applicant Information

Gender:	F
Date of Birth:	
Confidentiality Flag:	N
Email Address:	melissabarber@college.harvard.edu
SMS Email Address:	
CC Email Address:	

Custom Parameters

Harvard University ID:		SIS
View Change History		
Secure Student:	N	SIS
View Change History		
Last Name:	Barber	SIS
View Change History		
First Name:	Melissa	SIS
View Change History		
Middle Name:	Joy	SIS
View Change History		
Suffix_sis:		SIS
View Change History		
DOB:		SIS
View Change History		
School at Harvard:	Harvard College	SIS
View Change History		
Program:	Undergraduate	SIS
View Change History		
Standing:	Senior	SIS
View Change History		
Social Class:	2013	SIS
View Change History		

- **History Log:** This documents all the activity on the application, recording the date and the person who has made changes to the application.

Office of International Education
Harvard College

PROGRAMS | DEADLINES | LOGIN
 Admin Home | User: olpoffice olpoffice

Administration > Applicant Admin > Application > History Log

Application : History Log Hide Tips

Use the tabs below to view and change information for this application.

Search **Search Results**

Barber, Melissa Joy Edit Profile

Harvard Social Studies at King's College
 (Cambridge)
 Spring, 2011-2012
 Status: Abroad
 Outgoing Applicant

Created: 09/27/2011 (by Applicant)
 Last Updated: 08/28/2012 @ 12:00:00 AM
 Last Viewed by Applicant: 08/28/2012
 ID# 8057: no label Edit

Overview **Questionnaires** **Materials** **Reviews** **Profile** **History Log** **Email** **Risk Mgt.**
Comments **Recommendations** **Status** **Journal** **Credit Transfer**
Learning Content **Documents** **Assessments**

Attended Pre-departure
[click to remove tag](#)

-- Add tag to application --

Results 1 - 20 of 20

Application Review Log			
Activity	User	Date	Time
The signature document, FAQs for Returned Students, was signed.	Melissa Barber	08/28/2012	12:00 AM EDT
The questionnaire, Abroad Course Enrollment, was submitted.	Melissa Barber	08/28/2012	12:00 AM EDT
[Batch update] - Changed the status of application from Committed to Abroad	Nicole G	01/04/2012	12:00 AM EDT
Added the application tag, Attended Pre-departure	Hannah Kilgore	12/09/2011	12:00 AM EDT
Submitted (received) the questionnaire, OIE Advising Contract	Hannah Kilgore	12/05/2011	12:00 AM EDT
Submitted (received) the questionnaire, Mandatory OIP Advising Appointment	Catherine Winnie	12/02/2011	12:00 AM EDT
The questionnaire, Program Dates, was submitted.	Melissa Barber	11/02/2011	12:00 AM EDT
The questionnaire, Program Dates, was saved.	Melissa Barber	11/02/2011	12:00 AM EDT
The signature document, Pre-Approval Letter (Spring 2012), was signed.	Melissa Barber	11/02/2011	12:00 AM EDT
The signature document, Important Harvard Deadlines (Spring 2012), was signed.	Melissa Barber	11/02/2011	12:00 AM EDT

- **Comments:** This is the location for notes about (non-StudioAbroad) email conversations, and approvals of courses. Although it is only seen by administrators, it becomes part of the student's record. Thus, it can be subpoenaed in a court of law.

The screenshot shows the 'Application : Comments' page for a student named Melissa Joy Barber. The page is part of the Harvard College Office of International Education system. A blue arrow points from the 'Comments' link in the left-hand navigation menu to the 'Comments' tab in the application's navigation bar. The application details include the student's name, program (Harvard Social Studies at King's College), and status (Outgoing Applicant). A message states 'No comments have been entered for this application.' Below this is a 'New Comment:' form with a 4000 character limit and 'Reset' and 'Update' buttons. The footer contains the office's name and address.

Office of International Education
Harvard College

PROGRAMS | DEADLINES | LOGIN
Admin Home | User: oioffice oioffice

Administration > Applicant Admin > Application > Comments

Application : Comments Hide Tips

Use the tabs below to view and change information for this application.

Search Search Results

Barber, Melissa Joy Edit profile

Created: 09/27/2011 (by Applicant)
Last Updated: 08/28/2012 @ 12:00:00 AM
Last Viewed by Applicant: 08/28/2012 ID# 8057: no label (Edit)

Harvard Social Studies at King's College (Cambridge)
Spring, 2011-2012
Status: Abroad
Outgoing Applicant

Overview Questionnaires Materials Reviews Profile History Log Email Risk Mgt.
Comments Recommendations Status Journal Credit Transfer
Learning Content Documents Assessments

Attended Pre-departure
click to remove tag

-- Add tag to application --

No comments have been entered for this application.

New Comment:

4000 characters left

-- Reset -- -- Update >

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