March - July/August:

☐ Discuss your program plan with your Academic College...some colleges/units have their own specific requirements

☐ If considering a General Education course, confer with the appropriate Cluster Coordinators and Committees

☐ Complete your Program Proposal (due August 1)

☐ Attend a Budget Overview Training with the CGE...for new Directors or those who have taken more than 1 year off from leading a program / want a refresher

☐ Continue to Plan out Logistics for your Program(s)

September/October:

☐ Recruit for your Study Abroad Program(s)

☐ Check your Program’s Webpage for Accuracy (notify the CGE of any errors)

☐ Attend the Fall Director’s Meeting (date TBD)

☐ Draft #1 Budget Projection (due to the CGE by September 13)

☐ Attend a Terra Dotta Training (for app. review)...for new Directors or those who have taken more than 1 year off from leading a program / want a refresher

☐ Participate in the Study Abroad Fair (date TBD)

☐ Submit all Course Approvals... (due to Katie Sensabaugh by October 1)

☐ Review Applications and Submit Admission Decisions via Terra Dotta (estimated October 19-21)
  - Check with co-directors (if applicable) before entering reviewer recommendations in Terra Dotta

☐ Student Notifications of Admission Decisions on October 25 (CGE sends out all official notifications)

☐ Reach Out to your Accepted Students to encourage Commitment (Deposit deadline: November 3)

☐ Draft #2 Budget Projection (Due to Boris Escalona by November 30)

☐ Pre-Approvals for Travel Authorizations are Issued by the CGE

☐ Begin Researching Lodging Options for your Program (Do not sign contracts – Send to Int’l Accounting for Signature)

☐ International Accounting (IA) Financial Overview will be Emailed to Directors

November/December:

☐ Final Budget Projection (due to the CGE by November 10)

☐ Order Supplies for your Program via the CGE (due to Boris Escalona by November 30)

☐ Book your Flights for Direct Billing to the CGE

☐ Submit your Transportation Worksheets (due to Study Abroad by November 30)

☐ If applicable, Submit Student Assistant Information to the CGE (due to Boris Escalona by date TBD)

☐ Attend General Study Abroad Orientation (date TBD)

☐ Remind Students about the BEVI Assessment (Belief, Events, and Values Inventory)
  This will be deployed to them via Terra Dotta

☐ Attend a ‘Short-Term Financial Procedures’ Meeting...for new Directors or those who have taken more than 1 year off from leading a program / want a refresher

☐ Contact Int’l Accounting to Wire Payments to Vendors

☐ Hold Program Orientation Meetings with your Group

☐ Attend a Risk Management Training with the CGE
☐ Attend a Financial Workbook Training with IA
... for new Directors or those who have taken more than 1 year off
from leading a program / want a refresher

☐ Complete ALL Post-Decision Items in Terra Dotta:
  ☐ Location & Accommodation Information for Program
  ☐ Personal Travel Itinerary
  ☐ Emergency Contact Information

☐ Meet One-on-One with an assigned International
  Accounting Staff Member
  -This will likely happen between 25-40 days prior to your
  program’s departure

☐ Confirm your Study Abroad Course Enrollments

☐ Check Shared Queries and Reports in Terra Dotta
  ☐ Participant List
  ☐ Health and Emergency Treatment Authorization
    (HETA) Forms
  ☐ Passport Information
  ☐ Travel Itinerary – Going Abroad

☐ Enroll in CISI International Health Insurance
  -Only program personnel are enrolled in insurance
  -You are able to enroll a family member or dependent
    after you have been enrolled as a personal / out-of-
    pocket expense.

☐ Print your CISI Insurance Card (sent via email)

☐ Check your Learning Content item in Terra Dotta
  about the Two-Factor Authentication (Duo) and accessing
  MyMadison while abroad.
  Don’t wait until you’re out of the country to figure this out.
  See JMU IT page for more information:
  https://www.jmu.edu/computing/accountspasswords/two-factor-
  authentication.shtml

☐ Gather Phone Numbers and Email Addresses for all
  necessary onsite staff. We’ll get you started:
  Center for Global Engagement
  1.540.568.5209 | studyabroad@jmu.edu

Add your own:

☐
☐
☐
☐

Upon Program Completion:

☐ Financial Reconciliation with International Accounting

☐ Share Photos and Videos with the CGE