

Study Abroad – Winter 2022

Program Director Checklist



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 Boris Escalona by November 30)
- ☐ If applicable, **Submit Student Assistant Information** to the CGE (due to Boris Escalona by March 30)
- ☐ **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:

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Upon Program Completion:

☐ **Financial Reconciliation** with International Accounting

☐ **Share Photos and Videos** with the CGE

CGE

Center for Global Engagement
MSC 5731
Madison Hall, 2nd Floor
Harrisonburg, VA 22807
T: 540.568.5209
E: studyabroad@jmu.edu