

Program Coordinators	ISS/SA Office
Inform ISS/SA of program intentions	Discuss program steps and regulations
Review Faculty Resources on Study abroad website	Respond to questions
Develop syllabus and preliminary itinerary	Discuss itinerary & dates
Research Providers and obtain bids OR Research lodging, transportation, meals provisions, activity costs, academic activities and identify 2nd leader.	Research providers and prepare bids (if necessary)
Complete FLIP Travel Risk Management Form	Present form to Study Abroad Advisory Committee
Complete Study Tour Course & Fee form	Approve & disseminate Study Tour form
After receiving approval from Study Abroad Advisory Committee, set budget	Set budget, fees & group minimum
Work with ISS/SA on promotional text.	Post program info on study abroad software. Set online application process.
Advertise program to students	Advertise program (Website, Banners) with promotional text
Arrange informational meeting	Help arrange informational meeting
	Obtain and process student applications
	Health and Discipline check follow up
	Meet with individual students
	Determine if program can "go". Cancel program if insufficient numbers.
Inform students of Pre-trip orientation date	Inform students of Pre-trip orientation date
Make sure students registered for course	Place fees on student accounts
Work with Fox Travel to Identify preferable flights	Set Fox Travel booking strategy. Book flights.
Work with Purchasing to prepay hotels	Assist with bookings (1 nt. hotel policy) Wire transfers
Identify tours (name, dates, numbers)	Book/Pay for tours (as necessary)
Conduct orientation	Conduct orientation
	Set up Health insurance coverage
Determine international phone/contact plan	
Discuss financial specifics with Business Services/Travel Services	
Apply for travel authorization, travel advance & increase in travel card limits	
Set up final meeting with students	Prepare contact form, emergency plan, roster
While abroad: Report "incidents" to ISS/SA	
While abroad: Keep all receipts	
Post program: Verify safe return to ISS/SA, Organize receipts, Prepare TER with ISS/SA funding & support	Disseminate Study Abroad course evaluation, TER budget check, Refunds. Reconciliation.