

Program Director's Consultation Checklist for Student Programs

Program Title _____

Program Director _____
(Signature confirms consultation with GSU offices listed below. Insert "n/a" where applicable.)

Dean of College / International Representative: _____
(Please print name)

College Units

- Program Support Academic Advising Credit Hour Conversion/Equivalence
- GSTEP (Georgia State Test of English Proficiency) Graduate Student Assistantships
- Graduate Admissions (issues under "Undergrad. Admissions" apply)
- Credit-related Issues:
- Credit type (Institutional or Transfer credit)
 - Scheduling (Establishment of GSU course & number etc, if applicable):
 - Course level placement
 - Academic / Course Calendar issues

Enrollment Management

Financial Aid – Louis Scott:

- Intent-to-Study-Off-Campus Form
- Applicable Financial Aid Forms
- Consortium Agreements (Transient Students only)

Undergrad. Admissions – Scott Burke:

- Fee-rate Code in Banner
- Application Fee
- Credential Evaluation

Registrar – Cherise Peters

- Tuition/Fees Waivers
- Out-of-State Tuition Waivers

Student Accounts – Judy Ferris:

- Waiver Input into Banner (Outgoing Students)
- Third-Party Billing

Housing – Sharon German:

- Incoming Students (Housing Application forms/deadlines and deposits)
- (Outgoing Students – faculty should negotiate with institution abroad)

Office of Int'l Affairs - Study

Abroad Programs – Farrah Bernardino:

(Outgoing Students)

- Study Abroad Medical Insurance
- Crisis Policy
- Transfer Credit Pre-Approval
- Program Brochures
- GSU Re-entry (admission)
- GSU and other Study Abroad Scholarships
- Annual Study Abroad Activity Notice Form

International Student &

Scholar Services- Heather Housley:

(Incoming Students)

- Int'l Student Medical Insurance
- F or J Visa Status
- Immigration Documents
- Waiver Input into Banner
- International Course Registration
- Employment: On and Off Campus
- New Student Orientation