

## Promotion

### **How to promote your program in AbroadOffice:**

- 1) Send Hannah a program brochure or email that includes the following:
  - Dates of course
  - Dates of travel
  - Estimated or exact cost
  - Course Description
  - Travel Itinerary (very basic outline of locations the class will visit during program)
  - Photos you would like on our website
  - Application deadline
- 2) Schedule information sessions
- 3) Put up posters around campus

### **The CGE promotes faculty-led study abroad programs in the following ways:**

- Study Abroad Ambassador classroom presentations
- During peer/professional study abroad advising meetings
- CGE Website (AbroadOffice portal)
- Handouts in the COR Office and CGE

## Applications

\*All students are required to complete the *Edgewood College Study Abroad Application* AND their *Program Specific Application*.

### **The Edgewood College Study Abroad Application collects the following student information:**

- Name, ID, Current GPA, Academic Advisor, Academic Level While Abroad
- Whether they are a transfer student
- How they heard about the program
- Why they chose the program
- How will participating in the program compliment their academic program

### **If you want to collect additional information from your applicants, you can create a Program-Specific Application that could include:**

- Short-answer and essay questions
- Letter of recommendation
- Unofficial transcript

### **Benefits of creating a Program-Specific Application in AbroadOffice:**

1. Promote programs in advance to help reach target enrollment numbers

# AbroadOffice Program Promotion & Application Instructions

2. Program Directors are able review and manage applications electronically (you can still print hard copies if needed)
3. Ability to track and report enrollment trends from year to year

## **How to create a Program-Specific Application:**

*Form Criteria:*

- **Form Title** (example: *Edgewood College: China Transition and Transformation*)
- **Form Type** ( *Application*)
- **Has Private Info?** Yes or No>> If yes, every time someone reviews the form they must give a reason for doing so, which is tracked within the overall system. Commonly used for confidential documents.
- **Has Recommender Form?** Review the process handout attached in this packet called "*Process of Has Recommender Form*" for more description.  
\*If yes, students will need to complete the recommendation form that will be sent through AO and to their designated person via an AO email. The recommender will then answer the question on the student's behalf and will be documented in AO.

*Question Types include:*

- **Text Field** (essay format)
- **External Link** (i.e. link to department website)
- **Date Field**
- **Upload File** (i.e. transcript or letter of recommendation)
- **Single Choice (Radio Buttons)**
- **Single Choice (Pull Down)** (yes or no)
- **Multiple Choice (Check Boxes)** (click all that apply)

\*Once you have decided your criteria, forward your application questions with any preference of question types to Hannah. Hannah will then create your customized Program-Specific Application.

## OTHER APPLICATION DOCUMENTS

It is strongly recommend every faculty-led program application require an **Acceptance of Responsibilities Statement**. This form helps to facilitate program payments and withdrawals.

Components of an **Acceptance of Responsibilities Statement**:

1. Non-refundable acceptance deposit
  - a. Payment schedule
2. Withdrawal terms
  - a. Refund policy
3. Pre-departure Orientation expectations
4. Additional relevant information about the program
5. Required signature by student

## Review and Admit Application Forms

Program Directors must review and 'admit' students into their programs.

### **How to review and 'admit' students into program**

- 1) Log into AO using Edgewood email and AO password
- 2) Review student file by clicking on student's last name
  - At the top of the student's file the screen will read- Current Status: Approved by Edgewood College
  - *If this does not say 'Approved by Edgewood College', the CGE has not reviewed the student's file yet. Please wait until the student has been approved to advance to step 3*
- 3) Once the Program Director has reviewed the student's *Program Specific Application* (located in the student file under Application Form), they can approve the student's application by changing the students status to ' Admitted by Program Sponsor' located under Select New Status: Admitted by Program Sponsor

*\*After this step students will continue filling out their required Enrollment Forms for travel.*

*Note: Students will not have access to Enrollment Forms until these steps are completed by the CGE and Program Director!*

**\*For more faculty-led program resources please visit the CGE website and under *Faculty Resources***